

Date

6 August 2025

Topic

Operations Consultant- Inflows

We are looking for a high performing New Business Operations Consultant to manage the end-to-end processing of inflow instructions in a dynamic and growing LISP. The candidate will be responsible for ensuring that all new work is correctly validated, complied and captured and that all pending work is followed up on timeously.

Duties And Daily Responsibilities:

- Perform due diligence procedures on instructions in line with the relevant RMCP and verification tools to assess whether a client and related flows may be accepted in terms of laws and regulations.
 - Perform product validation procedures on the instruction in terms of laws and regulation.
 - Perform business validation procedures instructions in terms of the LISPs Terms and Conditions.
 - Request and manage all outstanding requirements by engaging with clients and business partners in a timeous and professional manner.
 - Undergo inspection and analysis of various bank accounts to match unallocated deposits to client instructions.
 - Request and manage all outstanding requirements of unallocated deposits with external parties to ensure fast turnaround of such deposits to valid client instructions.
 - Report suspicious activities within the business structures without hesitation.
 - Capture accepted and valid instructions in varying systems, completely and accurately.
 - Ensure daily management and updating of dashboards and duties to ensure that no SLA and business processes are compromised.
 - Collaboration between the administration team and the Client Service Team.
 - Maintain strong internal departmental relationships that will foster the growth of a culture in line with the Sygnia Group and Sygnia LISP strategies and vision.
 - Identify gaps in processes and report these to the line manager.
 - Understand and adhere to the appropriate policies, standards, and procedures applicable to the role.
 - Understand and engage in risks and risk events relevant to the role and immediately report any findings to the line manager and supporting departments.
 - Maintain a healthy team spirit by assisting peers where needed, and where reasonably required, process adhoc tasks as delegated to maintain stability of operations.
 - Continuously work toward the implementation of processes and controls that fosters an effective LISP environment.
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Role Qualifications and Experience:

- Relevant business qualification, for example BCom
- 3-5 years' relevant experience
- Exposure to LISP / Employee Benefits environment a distinct advantage
- Knowledge of Pension Fund Act, FAIS, FIC Act, Long Term Insurance Act, CISCA, FATCA/CRS
- MS Office proficiency, particularly, MS Excel
- Strong organisational skills, resilient and able to function in a fast paced and high-pressure environment
- Meticulous, deadline driven and reliable
- Strong sense of duty and accountability
- Self-starter proactively taking ownership of development
- Client focused with good verbal and written communication skills
- Exhibit a professional image in person, demeanour, and communication
- High degree of team- and self-awareness

To apply:

Email CV to: recruit@sygnia.co.za

Closing date: 6 August 2025

For more information:

Contact: Sesethu Gobelo

mail: recruit@sygnia.co.za

Should you not hear from us within 14 days after submitting your application, please accept your application as unsuccessful.

Disclaimer: please be advised that your personal information shared on your CV will only be used as part of the Sygnia recruitment process for the role applied for. It will not be shared with any third parties for any other reason.