

Date

30 Sept 2025

Topic

CIS Client Investment Administrator

Sygnia is an innovative FinTech company based in South Africa and listed on the main board of the JSE. The company provides asset management, stockbroking and administration services, as well as a wide range of savings products, to institutional and retail clients. All that we do is supported by leading-edge technology platforms. This role is within the CIS Administration department, a hard-working team, dedicated to providing superior service to clients.

Duties And Daily Responsibilities:

- Processing client creations and liquidations and the related client flow payments
- Processing of local and foreign trades instructions and the related payments
- Processing of equity and derivative trading (local and international)
- Preparation of custody instructions
- Scrip and cash reconciliations including investigations
- Processing and payments of monthly fees
- Daily reporting to clients, including dissemination of unit prices and trade confirmation statements within service level agreements including Monthly client reporting
- Ensuring all processes and controls are followed
- Assist and resolve customer/internal queries quickly and efficiently.
- Assisting with ad hoc. regulatory reporting (ASISA and C23)

Role Qualifications and Experience:

- Preference will be given to candidates with a Bachelor of Business Science degree/ Bachelor of Commerce degree or equivalent tertiary qualification.
 - No prior work experience required – this role is suitable for recent graduates.
 - Strong numerical and analytical skills with a high level of accuracy
 - Proficiency in Microsoft Excel
 - Ability to work under pressure and meet deadlines in a fast-paced environment
 - Strong communication and problem-solving skills
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To apply:

Email CV to: recruit@sygnia.co.za

Closing date: 30 September 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.