

## JOB DESCRIPTION

<b>JOB TITLE</b>	UNCLAIMED TRUST FUND ADMINISTRATOR
ROLE MISSION	To ensure effective and efficient management of Unclaimed Trust Funds (UTF) within the SABFS. This includes UTF declarations, payments, record-keeping, reconciliations and claims.
<b>ORGANISATIONAL STRUCTURE</b> REPORT TO  DIRECT REPORTS  NUMBER OF REPORT	General Manager: Corporate & Financial Services  Compliance Supervisor
REQUIRED MINIMUM QUALIFICATION / EXPERIENCE	Matric + 3 years national diploma in Law / Business. Minimum of 1 years' work experience. Adept at using computer software like MS Office, which includes Excel, PowerPoint, Word, Sharepoint and/or similar packages.
JOB GRADING LEVEL	(must still be graded)
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> <li>• Analytical and problem solving skills</li> <li>• Effective verbal and listening communications skills</li> <li>• Effective written communications skills</li> <li>• Ability to communicate effectively</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer skills including the ability to operate computerised mathematical, spreadsheet and word-processing programs at a proficient level</li> <li>• Stress management skills</li> <li>• Time management skills</li> <li>• Proficient typing and excellent proofreading skills</li> <li>• The ability to juggle multiple projects while meeting deadlines</li> <li>• Report writing skills</li> </ul>
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<b>KEY PERFORMANCE AREAS</b>			
<b>NO.</b>	<b>KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)</b>	<b>INPUT (METHODS USED)</b>	<b>OUTPUT (EXPECTED RESULTS)</b>
1.	UTF Administration	<ul style="list-style-type: none"> <li>• Manage declarations of UTF made by sheriffs as part of Legal Obligations Phase 1</li> <li>• Track payments of payable UTF</li> <li>• Receive files and records relating to payments of UTF made to the SABFS</li> <li>• Reconcile UTF declarations and payments for previous financial year with current financial year.</li> </ul>	<ul style="list-style-type: none"> <li>• Spreadsheet of UTF declarations</li> <li>• Spreadsheet of UTF payments</li> <li>• Records of files received from sheriffs</li> <li>• Reconciliation report</li> </ul>

2.	UTF Claims Administration	<ul style="list-style-type: none"> <li>• Assessing and making recommendations on the payment of UTF claims made by the public against the Fidelity Fund</li> <li>• Manage the process for the payment of claims</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Fidelity Fund Committee</li> <li>• Payment to Claimant (including Record of Decision, Offer and Acceptance, Payment Memo)</li> </ul>
3.	Compliance Administration (ad hoc assignment of tasks)	<ul style="list-style-type: none"> <li>• Ad hoc tasks relating to compliance administration will be assigned to the UTF Administrator by the Compliance Supervisor. These include: <ul style="list-style-type: none"> <li>○ Appointment of Deputy sheriffs</li> <li>○ Appointment of Permanent / Acting sheriffs</li> <li>○ Jurisdiction Queries</li> <li>○ Legal Obligations</li> </ul> </li> <li>○ Data capturing</li> <li>○ Other office administration</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment letter and ID card</li> <li>• Fidelity Fund certificate</li> <li>• Queries resolved</li> <li>• Assistance with Legal Obligations process</li> <li>• Data captured on system</li> <li>• General administrative outputs (such as memos, editing of documents etc.)</li> </ul>
<b>ROLE DEFINITION</b>		<b>SIGNATURES</b>	
AGREED BY INCUMBENT :			
AGREED BY MANAGER:			
DATE:			