



Job Description: Assistant – Mutual Funds

Company: Spiel Wealth India Private Limited

Segment: Investments

Sub-Segment: Asset Management (Mutual Funds, SIPs, ELSS, & NPS)

Reports to: Relationship Manager (RM)

Salary Range: ₹18,000 to ₹20,000 per month

1. Job Purpose

The Assistant will provide end-to-end operational support to the Relationship Manager by managing client onboarding, executing buy/sell transactions, and maintaining systematic investment plan (SIP) trackers. The goal is to ensure that every rupee of client capital is invested accurately and reflected in their portfolio without delay.

2. Key Responsibilities

A. Transaction Execution & Onboarding

- **Digital Onboarding:** Facilitate the creation of "Investment Accounts" (CAN/IFA portals) and ensure KYC/e-KYC completion for new investors.
- **Order Management:** Execute Lumpsum purchases, Redemptions, and Switches as directed by the RM or Client.
- **SIP Management:** Register and track SIP mandates (NACH/OTM), ensuring that bank mandates are approved and installments start on time.

B. Portfolio Maintenance & Reporting

- **Consolidated Statements:** Generate and share Consolidated Account Statements (CAS) from platforms like CAMS or Karvy for client reviews.
- **ELSS Tracking:** Maintain a specific tracker for Tax-Saving (ELSS) investments to assist clients during the Jan–March tax-filing season.
- **Capital Gains Reporting:** Assist the RM in providing realized/unrealized gain reports to clients for income tax purposes.

C. Operations & Compliance

- **Discrepancy Resolution:** Liaise with Asset Management Companies (AMCs) and Registrars (RTA) to resolve issues like folio merging, bank detail updates, or name corrections.
 - **Nomination Compliance:** Ensure every folio has updated nomination details as per the latest SEBI mandates.
 - **CRM Updates:** Keep the internal CRM updated with the latest Asset Under Management (AUM) data for the RM's client base.
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3. Required Skills & Qualifications

- **Education:** Graduate in Commerce, Finance, or Business Administration.
 - **Technical Skills:** * **MS Excel:** Proficiency in maintaining transaction logs and simple portfolio performance calculations.
 - **Platform Knowledge:** Familiarity with MF execution platforms (BSE/NSE/MF Utility) and RTA apps (CAMS/KFintech).
 - **Soft Skills:**
 - **Extreme Accuracy:** A single digit error in a folio number or amount can lead to major financial discrepancies.
 - **Process Oriented:** Ability to follow strict SEBI-mandated "Cut-off" timings for same-day NAV.
 - **Communication:** Professional handling of client queries regarding dividend payouts or transaction status.
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4. Performance Indicators (KPIs)

1. **Transaction Success Rate:** 100% accuracy in trade execution (Zero financial loss due to entry errors).
 2. **SIP Success Ratio:** Ensuring <2% failure rate in SIP registrations due to documentation issues.
 3. **Reporting TAT:** Delivering portfolio statements to the RM/Client within 4 hours of the request.
 4. **KYC Compliance:** 100% "Verified" status for all new onboarded clients.
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5. Why Join Spiel?

The Mutual Fund segment is the foundation of wealth management in India. In this role, you will gain a deep understanding of the RTA ecosystem, tax-efficient investing, and portfolio diversification. High-performing Assistants have a clear path to becoming **Executives** (handling portfolio analysis) or **Relationship Managers** (handling client advisory).
