

Technical Financial Writer

Region: Mowbray, Cape Town

To start: As soon as possible

Masthead (Pty) Ltd has a new position available for an experienced, self-driven, and motivated technical writer to join the team.

At Masthead (Pty) Ltd, our passion is keeping businesses in business. As a national supplier of compliance and practice management services to independent financial advisors and other licensed financial service providers (FSPs), we know this can only be achieved through the calibre of people we employ – people who are client focused, set themselves high standards of delivery and have a willingness to go the extra mile.

This role requires you to research, draft and review relevant and informative compliance related articles on regulatory topics and other Masthead related content, creating content for newsletters, webpages, newsflashes and more. You will also be required to proofread and edit content.

You will be required to put complex concepts into easily understandable language that is easy to digest. It is therefore extremely important that you can write and explain concepts clearly. The ability to write clearly (using grammatically correct English) is much more important than possessing a deep knowledge in the subject area. To better understand the type of content being published, please visit www.masthead.co.za

You will work as part of a team but will take ownership of your tasks and prioritise to meet deadlines.

Please note that this position is office-based at our Head Office in Mowbray, Cape Town.

Working hours: 08:30 – 16:30

Salary: Market related

Responsibilities will include:

- Research and gather info from subject experts for articles
- Write articles for newsletters
- Write articles for print and online media – thought leadership, press releases, advertorials
- Collaborate with internal teams
- Liaise with external providers and media houses
- Ensure that we are always sharing the right message at the right time to the right audience
- Repurpose content for LinkedIn
- Write media motivations
- Assist with content creation across all areas of the business including our 3 websites, LinkedIn, and general communications and documentation.
- Edit and proofread text.

Qualifications

- Bachelor's degree in communications, English, journalism, or related field.

Technical Knowledge and experience:

- Computer Literacy - Microsoft Office (Word, Excel and Outlook and PowerPoint).
- Work experience as a writer is essential with a portfolio of writing samples.
- Strong vocabulary
- English grammar expert
- Knowledge of the financial services industry will be advantageous.

Behavioural Competencies:

- Accuracy and attention to detail.
- Willingness to learn.
- Planning and organising.
- Taking Initiative.
- Quality orientated.
- Time management skills.
- Ability to work independently.
- Able to communicate clearly
- Critical thinker

To apply for this opportunity:

1. Please send your CV and a short motivation telling us why you'd be perfect for this role to vacancy@masthead.co.za
2. Please use the subject line " **Technical Financial Writer** " in your email.
3. The closing date for applications is **31 August 2022**.

Your application will be considered if you are a SA citizen & your CV meets the above criteria.

Masthead is committed to transformation. Meeting our employment equity goals will be taken into account in our recruitment decisions. Should you receive no correspondence within two weeks of the closing date of this job advert, please consider your application unsuccessful.