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# Example of CIB-Fund Accounting Analyst Job Description

Our company is growing rapidly and is hiring for a cib-fund accounting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cib-fund accounting analyst

* Identifying and leading change with system development and process improvements
* Conduct analysis of query trends, root cause analysis and deep dives to improve client experience and remove operational roadblocks across the whole product suite
* Liaising with upstream and downstream teams in regard to setting SLAs, resolving issues, and assist with training/ coaching and provide support to ensure that upstream processing/ operations teams provide a quality service
* Escalating any production, client or staff related issue, concern or query promptly to the Senior Manager and to demonstrate risk awareness at all times
* Understand and analyze fund agreements in order to determine impact on financial reporting and partner accounting requirements
* Ensure timely creation and delivery of Agent Scorecard
* Contributing to market and agent specific projects as required (eg, ad hoc projects)
* Producing and analyzing performance MIS, including reviewing regional specific MIS to identify trends and possible areas for improvement
* Keep abreast of industry developments and provide input and coordination when required
* Training / support for Agents and internal operations via Telepresence / telephone Producing and distributing of monthly project updates to communicate achievements and ongoing activities

## Qualifications for cib-fund accounting analyst

* Knowledge of Cash and Securities products (custody and clearance) products preferred
* Technical mindset
* Partner with IAS team , Regional Legal and Compliance and ensure all queries raised are resolved on timely basis
* Develop and implement efficient and standardized workflows within his team various points of hand offs
* Over 7+ years of mutual funds industry experience with a minimum of three years in fund accounting
* Good interpersonal skills & eye for details is must