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# Example of Fund Accounting Analyst Job Description

Our company is searching for experienced candidates for the position of fund accounting analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fund accounting analyst

* Monitor the daily/weekly/monthly production schedule to ensure that valuations are completed accurately and within the client deadline
* Perform the final check and review of valuations produced under your control
* Manage the tie-out process with the clients on all assigned funds
* Coordination of Supervisors' work and ensuring that they maintain daily/monthly files in a manner suitable for future review by the fund and internal auditors
* Take initiative to seek opportunities to enhance either the quality of client services or the productivity the NAV process
* Analyse and review movements in the NAV (Net Asset Value), whilst understanding effects of profit & loss, sidepockets and hedging on shares class NAVs and partner balances
* Execute the production of the Team’s monthly tasks
* Prepare and monitor management reporting for use by Division Chairs, Division Administrators, campus staff and finance senior management
* Prepare periodic account reconciliations, reports and related analysis for internal use, and for external auditors
* Perform research and analysis, ad hoc reporting, and make recommendations for appropriate resulting actions

## Qualifications for fund accounting analyst

* Provide monthly MIS reporting to management
* Interact with internal system support teams SunGard to resolve key issues
* Provide support to the new business team when necessary
* Strong technical skills with the core Microsoft Office suite of products (Excel, PowerPoint, Word, Access) & external market vendor application (Bloomberg, FTS etc)
* Coach, develop and mentor staff including formal objective setting, performance reviews and providing ongoing and regular feedback
* Work with local and global management team as and when required