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# Example of Fund Accounting Analyst Job Description

Our company is growing rapidly and is looking to fill the role 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

* Reconciliation and analysis
* Assist Finance and Accounting team members with troubleshooting Investran and CRM financial reporting issues
* Design and develop reporting to meet changing business needs
* Execute and complete testing on issues and projects prior to engaging end users
* Scope, design, test and execute new fund structures in CRM/Investran based on firm wide requirements
* Collaborate with Finance and Accounting, Portfolio and Analytics, Investor Relations the broader teams to establish best practices, quality standards and knowledge sharing
* Maintain the Guernsey FA Oversight procedure
* To work with internal departments to evaluate and implement changes in proposed new regulations that impact FA and to ensure that all current requirements are met in relation to activities offshored in both the home country and offshore centre
* Ensure timely receipt and monitoring of agreed KPI’s in outsourced locations for FA activities
* Participate in the monthly oversight meeting including preparing and circulating meeting agenda, meeting materials, minutes and action points tracking action points to satisfactory conclusion liaising with local management

## Qualifications for fund accounting analyst

* Stakeholder engagement and conflict management
* Setup and maintenance of Funds in Multifonds, pcontrol and other satellite applications that feed the core platforms
* Perform tests and understand product behavior, before setup in production
* Provide Level 2 and Level 3 functional support to the issues/requests raised by Fund accounting operations
* Review the business requirement with the product capabilities & highlight the product gaps
* To provide assistance and guidance to users in understanding systems functionality