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# Example of Fund Accounting Manager Job Description

Our company is looking for a fund accounting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fund accounting manager

* Reconcile various accounts and review reconciliations performed by junior staff
* Take responsibility for quality of service assigned to client
* Performs and monitors quality and internal controls for all team deliverables
* Ensuring that all client deliveries are met to agreed service level agreements Board Reports, Monthly UCIT Reports, Management Fee Calculations, KIID or KIID Monitoring Reports
* Monitor errors, complaints and potential breaches
* Calculate performance of flagship hedge funds
* Review position, cash and P&L reconciliations on a monthly basis prepared by the fund administrator
* Review month end general ledger packages prepared by the fund administrator
* Review month end fund NAV and investor statements for distribution to investors
* Review and prepare certain schedules within the quarterly and annual hedge fund financial statements

## Qualifications for fund accounting manager

* Line Management experience - mandatory
* CA or CPA Qualified - preferred
* Third level qualification in accounting or finance or equivalent
* 5-7 years minimum related experience in hedge fund accounting environment
* Comprehensive working knowledge of all aspects of the Fund Accounting to Custody/Broker Reconciliation process and also of the NAV calculation process
* Knowledge of the roles of all key players within the Fund Administration process