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# Example of Fund Accounting Manager Job Description

Our innovative and growing company is hiring for a fund accounting manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fund accounting manager

* Promote and maintain our high quality client experience
* Help foster and cultivate a change culture where we strive to provide the highest quality service
* Fund accounting and shadow NAV reconciliation with third party administrators
* Production of weekly NAV performance estimates where necessary
* FX trading for hedging of both fund portfolio and non-base currency share classes
* Calculation of management and performance fees
* Fund Performance Attribution
* Reconciliation of daily cash flows from collateral administrators
* Daily liquidity monitoring and communication with portfolio management
* Running daily hypothetical trades for Portfolio Managers

## Qualifications for fund accounting manager

* The jobholder will be involved in operational fund accounting activities, the team’s regulatory reporting requirements, supporting of new project initiatives and the effective management of ad hoc queries
* Cross product training and providing coverage product ranges at both sign off and outside of sign off will also form part of the candidate’s role
* Ensure NAV calculations are produced accurately and in a timely manner
* Ensure all the KOP/SOP are got approved and signed between the locations
* High profile position to help manage a new team/existing team producing and controlling NAVs for International funds
* 2-3 years of experience in managing/supervising teams preferably Fund Accounting teams