Downloaded from <https://www.velvetjobs.com/job-descriptions/fund-accounting-specialist>

# Example of Fund Accounting Specialist Job Description

Our growing company is hiring for a fund accounting specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund accounting specialist

* To assist the Team Leader through implementing changes to working practices and procedures so as to improve individual/team performance and efficiency and reduce operational risk
* To develop a good understanding of all role requirements for both Institutional (Property) and Retail (Bonds and Equities) funds
* Produce Statutory Reporting , Board Papers, NAV Calculations, Income Distribution Calculations and VAT Returns for the UK and Jersey Institutional Funds where required
* Monitor supplier performance by way of key performance indicators and specific service review meetings
* Monitor the production of Statutory Reporting and Board Papers for the UK Retail Funds
* Management of rebates received from external fund managers
* Validation of on-going charge figures
* Review of expense payments
* Support fund change programme
* Create procedures for and identify processes within FA that are currently not documented

## Qualifications for fund accounting specialist

* VBA skills (can write and interpret VBA code)
* Preferably after IT / Econometrics / Math / Finance studies
* Process mapping skills is a plus
* BS in Accounting / Masters of Accounting preferred
* CPA is beneficial as is previous experience in a Fund Administration position
* Subject matter expertise in Mutual Fund Accounting and Financial Reporting is required with a minimum of 10 years of relevant industry experience including review of investment company financial statements