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# Example of Fund Accounting Supervisor Job Description

Our company is growing rapidly and is looking for a fund accounting supervisor. 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 supervisor

* Support the Manager to ensuring team has Training & Competency criteria and T & C is captured in yearly IPPs
* Works with team, under direction of leadership, to identify opportunities for and potential barriers to process and/or product improvement within area of accountability, and may make recommendations accordingly
* Coordinate and facilitate Investment Accounting Services projects by creating and maintaining project status communications
* Is aware of operational risks for own department, understands and implements the use of key controls, including the enforcement of departmental policies/procedures
* Contributes suggestions to improve control environment and manage risks
* Represents department in cross department projects as subject matter expert, identifying issues and solutions
* To complete special projects and to perform other duties as required
* Solid understanding of corporate action processing, new fund set ups
* Active involvement in special projects, conversions, ad hoc requests from clients
* Review work to ensure reasonability of all matters affecting the NAV, allocation schedules, classification of assets and liabilities, and capital transactions

## Qualifications for fund accounting supervisor

* Professional qualification in finance, accounting or management (CPA, Merit Awards, HNC, HND, CMA, CFA, CA, ACCA, CIMA) is highly desirable
* Requires solid working knowledge of business management skills
* Must be able to lead others to meet deadlines, and develop workforce
* Ability to analyze problems and determine and/or recommend resolutions, encourage process improvements
* Will be responsible for Investment Accounting Service team(s)
* May be required for business continuity events