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# Example of Fund Admin Job Description

Our company is searching for experienced candidates for the position of fund admin. 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 admin

* Ensures department operates within established controls and regulations
* Lead across multiple locations/regions, cultures and time zones
* Helps to develop and executes strategic and operational plans for the department
* Collaborates with cross-functional leaders to achieve objectives
* Manages assigned budget for team and/or workgroup within established guidelines
* Proactively adjusts financial plan and business goals in response to changing business and economic environment, and ensures business goals are met within established financial targets
* Understands and communicates business/financial climate and decisions/prioritization to team
* Makes hiring and termination decisions for both individual contributors and supervisors
* Support awareness of diversity and inclusion across department
* Identifies, coaches and develops talent in their team to meet and/or exceed performance expectations

## Qualifications for fund admin

* Able to meet individual UAT (training) targets per week, both over-all and per worktype
* Commitment to high level of quality and customer service
* Upholds professionalism, respect and integrity as vital factors in adding value to company’s financial strength
* No attendance issue
* Ten or more years of experience in Mutual Fund Administration or related field, , public accounting
* Extensive experience in preparation and review of Australian Trust distributions and processes