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

# Example of Fund Admin Job Description

Our company is looking to fill the role of fund admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund admin

* Understands current and forecasts future work volumes and staffing needs required to meet service goals and determines if team is staffed appropriately
* Will assist the senior leaders in driving forward key initiatives for talent development
* Manages processes and activities through downstream leaders and team members to achieve expected service, solution or product outcomes for team and/ or department of accountability
* Accountable for ensuring all work is completed timely, accurately and according to procedures
* Makes decisions regarding processes/systems issues, utilizing depth of knowledge/technical expertise to provide guidance and direction to teams
* Manages communication with appropriate stakeholders
* Drives team to identify and implement continuous improvements
* Prioritizes and aligns work to strategic priorities
* Proactively identifies, evaluates and reduces operational risk, and assesses controls, utilizing metrics and exception reporting, to ensure department productivity and quality of output
* Evaluates risk events and recommends/implements corrective actions for control deficiencies

## Qualifications for fund admin

* Able to lead across multiple locations/regions, cultures and time zones
* Qualifications in CPA, CIMA, CA and ACCA preferred
* Fluent English in both writing and speaking, French is an advantage
* Advanced degree (MBA, MSA, MSF or MST), certification (CPA or CFA) or equivalent working experience
* Audit experience required, preferably with a Big 4 Accounting firm or within the Financial Services industry
* 15+ years’ experience in mutual fund industry or in an accounting/reporting/compliance role with increasingly progressive career track