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# Example of Fund Administration Job Description

Our company is searching for experienced candidates for the position of fund administration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fund administration

* Assist in the preparation of financial reporting filings (monthly/quarterly/ semiannual/annual)
* Prompt processing of queries received via email, Q-Track (query processing tool), fax, Swift, and the telephone
* Support the management of external service providers
* Set individual and team goals and priorities
* Develop and maintain relationships with clients and prospects
* Review Net Asset Valuation
* New Products/Changes to Existing Products – participate in new product development and change efforts, evaluate all aspects of proposals (e.g., offering documents, trading/operational model, distributions, fee structure, ) to identify and propose solutions to launch or modify products and implement risk-focused oversight controls
* Financial Reporting and Disclosure Controls – Prepare / review financial statements and regulatory filings
* Fund Regulatory Filings, Requests, and Inquiries – Review of all fund-related regulatory filings
* Management Reporting – Develop materials to provide periodic reporting to management regarding results of oversight model

## Qualifications for fund administration

* Highly flexible and adaptable to changeTechnical skills / systems knowledge
* DTCC platform experience
* Experience with Bloomberg Terminal and other pricing and custodian platforms
* 10+ years of investment fund industry experience
* Ability to meet all standards for hedge fund administrator including cash reconciliation, position reconciliation
* 4-6 years of experience in investment industry