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# Example of Fund Administration Job Description

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

* Provides securities lending oversight by reviewing daily reports from lending agents
* Overall support of the auditors
* Review the flow of information necessary to complete shareholder reports, including Managers Discussion of Fund Performance, Performance Pages, Portfolio of Investments, tax disclosures and Legal items (Directors and Officers tables, 15(c) inserts)
* Oversee the confirmation process with the auditors
* Lead appropriate multi-departmental resources
* Managing relationship with clients and Internal and external Stakeholders (eg
* Review and monitor Fund expense accruals, payments, and budgets to ensure accuracy
* Liaise with foreign offices and other firm organizations (Portfolio Management, Sales, Investment Operations, ) on firm-wide projects
* Prepare and/or review regulatory filings on behalf of client, as necessary
* Prepare and/or review year-end Financial Statements and work directly with external auditors and client to ensure accuracy of each fund’s annual reports

## Qualifications for fund administration

* Experience working with retail customers
* PC Skills (MS Word, Advanced Excel and PowerPoint)
* Ability to develop and create complex financial reports
* Ability to communicate with all levels of employees and management, including facilitating communication between inter-company departments, customers and 3rd party vendors
* Knowledge of GAAP of SOX Guidelines helpful
* Knowledge of Siebel eCG, helpful