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# Example of Fund Administrator Job Description

Our growing company is hiring for a fund administrator. 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 administrator

* Pay Bills and update expense spreadsheet
* Prepare information for various regulatory filings, including registration statement form N-1A, forms N-SAR, N-CSR, 24f-2
* You will learn to be responsible for the accurate accounting and handling of German domiciled investment funds
* You will receive an extensive training of several months on the job in either Frankfurt am Main, Germany and/or Wroclaw
* You will be servicing German and international clients
* You will learn to book and handle investment funds transactions in a multilingual fund accounting system
* You will learn to be responsible for the publication of the final Net Asset Value of the funds in the market
* You will work in an exciting investment industry, where you will learn all about financial instruments like equities, bonds, derivatives, foreign exchange trades on one side and investment fund administration on the other side
* You will work with a highly motivated team in a fast growing exciting part of the financial industry
* Create, lead and/or manage teams which are focused on ensuring the highest quality of execution of the Client Operations business

## Qualifications for fund administrator

* Degree in economics, finance or accountancy
* Experience with standard Microsoft Office applications (Excel and Word)
* Manage Client facing teams assuring our service quality
* Accountability for overall goals and objectives of Client Operations
* Oversee the management of client operations projects and/or line business teams
* Drives the business forward with new ideas and professional world class delivery