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# Example of Fund Administrator Job Description

Our growing company is looking to fill the role of fund administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fund administrator

* Receive and place manual transactions received from shareholders (subscription, redemption switches and transfers) in the transfer agency system, according to procedures in place
* Manage the SWIFT queues and ensure that the repair SWIFT messages are processed within the funds trading cut-off times
* Ensure effective understanding of specific process and strict adherence to procedures
* Handle internal and external queries in a professional and timely manner
* Chase clients and internal departments when requested in the case of a query management
* Carry on reporting activities for clients and investors
* Escalate any issue to Team Leader, suggesting resolution where possible
* You will be processing all Mutual Fund Transactions including transactions involving estate settlements
* You will review all estate notifications and communicate effectively with the estate representatives, clients and our Investment Advisory team on the estate settlement requirements
* You are responsible for calculating and preparing tax information slips for estate settlements on registered products

## Qualifications for fund administrator

* Relishes ownership and accountability for business deliverables and drives the highest of quality standards
* Proven Leadership building effective Global teams and driving net income after taxes and risk reduction strategies
* Considerable progressive business experience preferred
* Presentation up to Board level
* Client interaction at C-suite level
* Significant experience of Investor Services Products and Operations - Custody, Fund Accounting, Shareholder Services, Depository and Trustee