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

# Example of Fund Associate Job Description

Our growing company is searching for experienced candidates for the position of fund associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund associate

* Review and administer various government forms and internal reports
* Resolve telephone and email inquiries from internal departments in an efficient and professional manner
* CSC and/or IFIC courses an asset
* Mutual fund experience a desired asset
* 1 -2 years' experience within the financial services industry an asset
* Able to work well under pressure and demanding workloads
* Routine office environment requiring incumbent to be on a computer terminal for majority of a scheduled workday
* Must be flexible and able to work overtime during specific times of the year
* Ensure all trade requests such as purchases, redemptions, switches, transfers, systematic plans, and non-financials are reviewed for proper documentation and authorization and where relevant, routed to the correct department for processing
* Process all valid trade requests in a timely and efficient manner while rejecting not in good order items to Resolutions (outbound service)

## Qualifications for fund associate

* Should have working knowledge of asset classes like equities, bonds, futures, options and swaps how they operate in real world
* Experience on Advent Geneva system would be preferred – an added advantage
* Ability to explain general fund accounting principles, cash and asset reconciliation items, and calculation of interest income, amortization, dividends, complex corporate actions
* Proficient technical skills with the core Microsoft Office suite of products (Excel, PowerPoint, Word, Access) & external market vendor application (Bloomberg, FTS etc)
* Knowledge of the theoretical and technical nature of mutual and commingled fund accounting and administration, all review procedures and controls
* Degree in Finance or Accounting or a related field