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# Example of Fund Controller Job Description

Our growing company is looking for a fund controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fund controller

* Assisting with the review of the monthly NAV package prepared by the administrator
* Assisting the firm's Controller with the interim / year end audit and tax process for the firms funds
* Manage the month end close process - forecast, ledger close and understanding of actuals vs
* Review fund expense ratios and make sure they are in line with the projected budget
* Lead tactical and strategic projects, including the launch of new funds, adoption of new regulations, implementation of new systems and services, continuous improvements
* Set and drive the controller agenda for relevant areas within CFS APAC working closely together with other finance teams other groups, incl
* Participate in monthly close activities including but not limited to review of financial data, investigating significant variances and transactions, fluctuation analysis, preparation of financial reporting deliverables, preparation of estimate accruals, entry processing, perform reconciliations and general ledger substantiation
* Responsible for the month end close process for NAMR - forecast, ledger close and understanding of actuals vs
* Interact with the funds’ Administrator to ensure quarterly financial reporting is complete, accurate and timely (includes reporting of Level 3 fair value marks)
* Product the funds’ quarterly investor presentations with particular focus on performance reporting (IRR, GIPS & yield calculations)

## Qualifications for fund controller

* CPA is a plus not a must
* Accountancy qualifications
* Investment partnership and fund accounting experience required
* Experience with project management delivery principals/methodologies a plus
* At least 5 years' experience in an asset management finance role, either in the asset management practice at a top accounting firm or in-house as previous COO or CFO of a boutique fund manager
* Asset management industry awareness and industry contact network