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# Example of Manager, Fund Accounting Job Description

Our company is growing rapidly and is looking to fill the role of manager, fund accounting. 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 manager, fund accounting

* Prepare certain schedules required for the quarterly and annual public company reporting (10Q and 10K)
* Prepare ad-hoc reporting requests for marketing, investor relations and senior management
* All NAV’s and ensuring a consistent high quality
* Resolving pricing issues as they arise
* Accurate Performance fee calculations for shareholder level & series of shares
* Prepare statutory reports
* In addition to Fund Accounting related internal and external reporting outputs
* Aim to achieve at least satisfactory results in all internal & external audits
* Ensure the ongoing training & development of staff on operating procedures & regulatory requirements
* Acts as escalation point for client related issues

## Qualifications for manager, fund accounting

* Extensive Financial Services experience including PE/RE experience
* Good knowledge of PE/RE products required
* Strong understanding of accounting strong analytic ability, written and oral communications required
* Third level degree in Accounting or related field
* Minimum 2.1 third level qualification in Accountancy, Finance or equivalent
* Understanding of common OTC derivative instruments Exchanged Trade products