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# Example of Manager, Fund Accounting Job Description

Our company is looking for a manager, fund accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, fund accounting

* Regular consultation with various internal departments on all operational aspects of the fund
* Maintenance of fund performance statistics
* Production and maintenance of fund portfolio reports featuring an array of fund metrics
* Liaison with the funds auditors and taking ownership of the audit process for the fund
* Working closely with the fund board of Directors for quarterly board meetings
* Working with risk & compliance to deliver both in house and regulatory reports within specified time frames
* Potential work on a LP/GP Fund
* Having good knowledge on the relevant Tax Regulation
* Support each fund accountant by providing regular feedback, coaching and mentoring and assisting them in dealing with an evolving environment and complex issues
* Manage overall department performance by identifying and monitoring appropriate performance metrics, and managing department budget

## Qualifications for manager, fund accounting

* Fund Accounting is responsible for maintaining the books and records of a broad range of funds which includes OEICs, Investment Trusts and other closed end companies
* He / She will be expected to build the team, get them trained and run the team on a day to day basis
* T&C qualified
* Ensure Daily activity valuation has been executed properly and provide correct NAV (with correct pricing, accrual and adjustment) including the checking of NAV/unit from news paper has been done
* Ensure all investment transaction and journal has been updated into system properly and all client instruction has been executed properly
* Monitor client instruction has been executed by settlement system properly, escalate and follow up for any delayed or mismatch to head of Fund Admin