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# Example of Specialist Fund Job Description

Our company is hiring for a specialist fund. 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 specialist fund

* Review and approve funds monthly expenses
* Act as primary contact for Financial Intermediary home office personnel
* Provide up to date information relative to fund trading, transaction processing, account maintenance, and problem resolution
* Accept order clearance trades via phone and fax requests, input to TA system for processing, and QC transactions
* Facilitate the completion of home office requests for trade corrections
* Generate bills and facilitate collection for trade losses on home office adjustments or as/of trade requests
* Review Omnibus dealer reports for Intermediary Due Diligence purposes
* Provide specialized support to broker dealers operating in the Omnibus environment
* Assist in reporting to management on dealer related topics such as excessive trading, CDSC reporting and Omnibus12b-1 invoicing
* Review and Facilitate payment of dealer invoices

## Qualifications for specialist fund

* Experience in a regulatory environment, including working knowledge in FATCA, Dodd Frank and AIFMD
* High level of proficiency in Excel required
* Intermediate level understanding of Python and Python libraries, including flow control and Python data types
* VBA, SQL or other programming languages also beneficial
* Ability to write maintainable code and comfort with testing/debugging the same
* Ability to communicate effectively with both a technical and non-technical audience