



Example of Fund Accounting Specialist Job Description

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Our growing company is hiring for a fund accounting specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for fund accounting specialist

- To assist the Team Leader through implementing changes to working practices and procedures so as to improve individual/team performance and efficiency and reduce operational risk
- To develop a good understanding of all role requirements for both Institutional (Property) and Retail (Bonds and Equities) funds
- Produce Statutory Reporting , Board Papers, NAV Calculations, Income Distribution Calculations and VAT Returns for the UK and Jersey Institutional Funds where required
- Monitor supplier performance by way of key performance indicators and specific service review meetings
- Monitor the production of Statutory Reporting and Board Papers for the UK Retail Funds
- Management of rebates received from external fund managers
- Validation of on-going charge figures
- Review of expense payments
- Support fund change programme
- Create procedures for and identify processes within FA that are currently not documented

Qualifications for fund accounting specialist

- VBA skills (can write and interpret VBA code)
- Preferably after IT / Econometrics / Math / Finance studies

- CPA is beneficial as is previous experience in a Fund Administration position
- Subject matter expertise in Mutual Fund Accounting and Financial Reporting is required with a minimum of 10 years of relevant industry experience including review of investment company financial statements