



Example of Fund Reporting Job Description

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Our company is growing rapidly and is looking to fill the role of fund reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for fund reporting

- Oversee statutory and other financial reporting production required of the GFAR financial reporting group, ensuring all deadlines are met
 - Develop and monitor timetables to cover major reporting functions such as
 - Implement, maintain and enhance GFAR exception and tolerance based analytical oversight of Funds, ensuring that administration of the Funds / accounts are in accordance with regulations and best business practice (eg Fund ICR assessments)
 - Assist in leading annual audit process across two audit firms
 - Examine service providers financial reporting policies and controls
 - Manage regulatory reporting on Form N-CSR, Form N-SAR, Form N-MFP and Form N-Q
 - Oversee third party fund administration and fund accounting vendors
 - Build and maintain strong working relationships with multiple internal and external stakeholders including fund administrators and fund accounting agents, independent accountants, marketing, investment operations, portfolio managers and in-house and external legal counsel
 - Support Certification process for funds' annual, semi-annual and quarterly filings through development of strong working relationships with multiple internal and external stakeholders at new service provider, auditors, marketing, investment operations, portfolio managers and in-house and external legal counsel
 - Supervise team of up to 3 professionals of various levels
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- CA or CPA qualification or equivalent
- At least 6 years post qualification experience in investment management operations, custodian bank, fund administration in a similar capacity
- Departmental supervisory experience is required with experience in managing in matrix or cross functional teams in multiple locations
- Thorough knowledge of investment management industry and securities markets in Asia including stock exchange and depository regulations and practices
- Engage and foster positive business relationship through efficient delivery of outcomes, collegiate involvement and empathetic appreciation of clients' needs
- Travel is required within Australia (< 5%)