Example of Fund Services Job Description

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Our growing company is looking for a fund services. 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 fund services

- Assists in the client and investor onboarding process
- Participates in developing requirements for and the testing of new system functionality
- Support the day to day management and oversight of vendors in relation to dealing, capstock activities, commission, trailer fees and fund operational activities
- Provide shareholder services assistance to internal clients (Account managers
- Provide operational assistance to clients and Account Managers during the negotiation of Distribution agreements
- Liaise with Legal and Funds Development teams for official shareholder communications and fund events
- Onboarding of potential new vendors
- Participate in project implementation (local and global)
- Ongoing review of internal procedures
- Assist with ad hoc queries for clients

Qualifications for fund services

- 1-3 years of Programming skills in VBA, SQL, C#, Java
- Understanding of the complex institutional sales process
- Knowledge of the regulatory environment and issues
- Proven expertise in cold calling, running, deal management and closing sales

- Organisation and discipline around sales communication/the sales process