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Trainee Fund Accountant

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Trainee

Job title



Role summary

The Trainee Fund Accountant role involves preparations of accurate portfolio valuations on a timely basis. You will typically be responsible for the accounting of a number of portfolios.

Key responsibilities:

- Preparation of portfolio valuations and maintenance of the underlying accounting records for assigned funds (including hedge funds, partnerships, etc.);
- Liaising with fund managers, brokers, and custodians to communicate information and resolve issues on a timely basis;
- Reconciling broker and custodian accounts to underlying records;
- Preparing and maintaining standard operating procedures;
- Establishing excellent client relationships and providing high quality service and productivity;
- Assisting the external auditors to ensure the audit function is executed on a timely and efficient basis and
- Performing any additional responsibilities that may be required by your Supervisor in support of the on-going management and development of the division.

Skills / experience required:

- Commerce degree or diploma with at least Financial Accounting 2;
- Proficient in MS Excel;
- Hedge fund industry knowledge would be a distinct advantage.
- Excellent interpersonal and teamwork skills;
- Structured and detail oriented;
- Excellent customer service and communication skills;

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