



<b>Job Title:</b>	<b>Senior Fund Accountant</b>	<b>Language(s) Required:</b>	Chinese (Mandarin),, English
<b>Department/Group:</b>	Cudyll Limited	<b>Will Train Applicant(s):</b>	Yes.
<b>Location:</b>	Shenzhen	<b>Travel Required:</b>	Yes, Occasionally.
<b>Salary Range:</b>	Market Rate	<b>Position Type:</b>	Full Time
<b>Posting Date posted:</b>	12/1/2012	<b>Posting Expires:</b>	
<b>External posting URL:</b>	Once you have edited your job description, <a href="#">click here</a> to post the job on Monster.com.		
<b>Internal posting URL:</b>	<a href="http://cudyll.com/">http://cudyll.com/</a>		
<b>Job Description</b>	primarily responsible for the timely preparation and calculation of client Navs in accordance with company standard operating procedures; and responsible for the delivery of ad hoc client service deliveries while also assisting with the training/mentoring of Fund Accountants.		
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Sign-off on daily checklists for all net asset values (NAV) prepared by you</li> <li>• Ensure the NAVs are accurately prepared for Supervisor review and reported within deadlines</li> <li>• Preparation and calculation of accurate NAVs across all funds</li> <li>• Adhere to company standard procedures and controls</li> <li>• Prepare cash and asset reconciliations for review and sign off by Supervisor</li> <li>• Perform price tolerance checks</li> <li>• Communicate any operational issues that arise to Supervisor</li> <li>• Maintain daily/monthly files as selected by fund Supervisor in a manner suitable for future review by Supervisor and internal auditors</li> <li>• Provide non-daily services to all clients as directed by Supervisor.</li> <li>• Provides information by collecting, analyzing, and summarizing data and trends.</li> <li>• Protects organization's value by keeping information confidential.</li> <li>• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</li> </ul> <p><b>Skills/qualifications:</b></p> <ul style="list-style-type: none"> <li>• 2 years work experience in the funds industry or similar environment.</li> <li>• Third level qualification in business related discipline</li> <li>• Must be fluent in English</li> <li>• Self-motivation and the ability to work independently and as part of a team</li> <li>• Communication skills</li> <li>• PC skill</li> <li>• Ability to assist in, and implement, the planning of work</li> </ul>			



- High level of accuracy and professionalism.