Finance, Investments & Funds

Certificate in Fund Administration

Course Details

Price

£775.00

CPD Points

7608.00

Length

Online self-study for 3 months, with 12 months access to the online materials

Course Overview

This certificate is your gateway to understanding the fund industry! You'll gain valuable insights into various aspects, including fund structures, strategies, accounting, valuation, taxation and regulation.

Progress your career in fund administration by:

- Gaining a solid understanding of the fundamentals and learning the basic principles and common terminologies will allow you to perform confidently in your new or aspired role.
- Having exclusive access to course materials created by industry-leading experts about the latest fund developments, trends, best practices and other supporting resources.
- Earning a certificated qualification, with no recertification requirements, demonstrating your newly acquired knowledge and skills and your commitment to best practices and lifelong learning.

Content

- **Fund industry basics** - understand the fundamental workings of the fund industry, including relevant terminology and the roles and responsibilities of the different teams supporting a fund.
- **Fund structures** - identify and understand different fund structures and associated documentation.
- **Fund strategies** – learn the differences between various strategies.
- **Accounting and valuations** - familiarise yourself with key terminologies and processes, allowing you to do simple calculations.
- **Taxation** - study the basic principles of the taxation of funds, including VAT and transfer pricing, allowing you to do simple calculations.
- **Regulations** - analyse the obligations and challenges from company law and AML provisions on fund administrators.

Benefits

After attending this course you will be able to:

- Understand the fundamental workings of the fund industry, including relevant terminology, and the roles and responsibilities of the different teams supporting a fund
- Be able to identify and understand different fund structures and the documents relating to them
- Be familiar with, and able to explain the differences between, various fund strategies
- Be familiar with key terminology and processes in relation to accounting and valuations, and be able to carry out straightforward calculations
- Understand the basic principles of the taxation of funds, including VAT and transfer pricing, and be able to carry out straightforward calculations
- Understand the key regulation affecting fund administrators and the obligations placed upon the fund administrator by company law and AML provisions

Prerequisites

This certificate is suitable for:

- Those currently working in the fund administration industry, including, but not limited to, Fund Administrators, Accounting or finance graduates, Accountants, Auditors, Company Secretaries, Compliance professionals, Lawyers/solicitors, Investment managers and support staff for custodians, banks or trusts.

- Those aspiring for a career in fund administration, including junior or trainee positions, back-office support and operational roles.
- Anyone who wishes to refresh, accredit or formally certify their knowledge in this field.

Assessment

The course is assessed by way of a 90 minute online examination containing 60 multiple-choice questions.

Once you have successfully completed this course you will be awarded the CLTI Certificate in Fund Administration.

Next Steps

This course is open for enrolments year-round.

Enrolment onto this course will include access to an online learning platform for 12 months containing:

- bespoke course reading
- self-assessment tools
- supporting material

Whilst the GTA promotes and facilitates the Certificate in Fund Administration, bookings are made directly with CLT International. To enrol please visit Fund Administration | Certificate | CLTi Online.

Course Tutor

CLT International

CLT International has been providing certificated training and qualifications to professionals in the private client and wealth management industry since 1999. As an international company operating in over 90 global centres, they provide training to over 3,000 delegates per year and are also the exclusive provider for STEP, the worldwide professional association for those advising families across generations.