

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Investment and Financial Management					
TSC	Fund Accounting					
TSC Description	Manage fund accounting to record, match and settle transactions, establish prices of securities, monitor and process corporate actions, process unit holders' records, prepare net asset valuation report of funds and fund financial reports					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			FSE-MAC-3009-1.1	FSE-MAC-4009-1.1		
			Identify errors and unmatched trades for resolution, and prepare net asset valuation reports	Manage and resolve unmatched transactions, pricing of securities and fund-related financial reports		
Knowledge			<ul style="list-style-type: none"> • Methods to identify unmatched trades • Net asset valuation report of funds • Common errors during updating of unitholders' records, payment processing and refund request • Corporate actions processing systems and procedures 	<ul style="list-style-type: none"> • Securities price valuation methods • Net asset valuation report of funds • Consequences of corporate actions • Unsettled trades resolution techniques 		
Abilities			<ul style="list-style-type: none"> • Record unmatched trades and flag for resolution • Gather and analyse relevant information to value securities where there is no or limited market price information • Identify errors and client issues during updating of unitholders' records, processing payments and refund requests • Prepare net asset valuation report of funds • Calculate net asset value per share for each fund 	<ul style="list-style-type: none"> • Review unmatched trades and determine actions for resolution • Establish processes to value securities where there are no or limited market price information • Analyse impact of corporate actions and discuss actions with senior team members • Investigate and resolve identified discrepancies, client issues and queries, or errors in accordance with organisational policy and procedures 		

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

			<ul style="list-style-type: none"> • Monitor and process latest corporate actions 	<ul style="list-style-type: none"> • Review calculations of per unit net asset valuation for each fund to ensure calculations are as prescribed by the Trust Deed of the respective fund • Coordinate fund audits with auditors and resolve queries with auditors and management 		
--	--	--	--	--	--	--