



In association with

**MANCHESTER**  
1824

The University of Manchester  
Alliance Manchester Business School

# Fund Administration Qualifications & Training



## About CLT International

CLT International is a global training provider, with over 20 years' experience in the design, development and delivery of specialist, certificated qualifications in the private client, international trust and wealth management fields. We have delivered training in fund administration since 2009 and are excited to bring this new suite of professional programmes to the industry.



## About the Course Authors

Offshore is a Guernsey based accounting, consulting and training firm offering tailored technical business training courses across a range of industries. Their expert team have a deep understanding of the issues faced within the offshore market making them equipped to provide practical and relevant training to industry professionals.

Offshore's training team comprises qualified accountants with 'hands-on' experience of the subjects they teach. This industry knowledge provides enriched learning to participants on their courses and readers of their learning materials.



*'I am delighted to present this new suite of professional training programmes, which we hope will become the benchmark qualifications for the industry'*

Bill Howarth, Managing Director,  
CLT International

# The Study Journey

The new suite of certificated qualifications, designed by CLT International, comprises three levels: **Certificate**, **Advanced Certificate** and **Diploma**. Each qualification is subject to the rigorous quality assurance procedures of Alliance Manchester Business School.

Each level is designed to correlate with a different stage in a fund administrator's career. Each level of study is practical and focuses on tasks that you will carry out in the office.

	Months
The <b>Certificate</b> supports those who are new to the industry and can sit alongside a firm's in-house training.	3
The <b>Advanced Certificate</b> looks in detail at the tasks that the more experienced fund administrator will carry out and the knowledge and skills needed to perform these well.	6
The <b>Diploma</b> is for those who have moved, or are looking to move, into a senior position with supervisory or management responsibilities.	9
<b>CPD</b> A series of 'hot topic' courses enabling practitioners to keep up to date with the latest industry developments and best practice.	



Specialist Jurisdictional  
Modules



By studying one of our **Specialist Jurisdictional Modules** alongside the **Certificate** or **Advanced Certificate**, you can demonstrate a more detailed understanding of the regulatory landscape in (a) specific jurisdiction(s) of your choice.

The **Specialist Jurisdictional Modules** are standalone papers examining the regulation applicable to fund administrators in a particular jurisdiction. There is no formal assessment for the Specialist Jurisdictional Modules but self-assessment questions are included for you to test your understanding of the material.

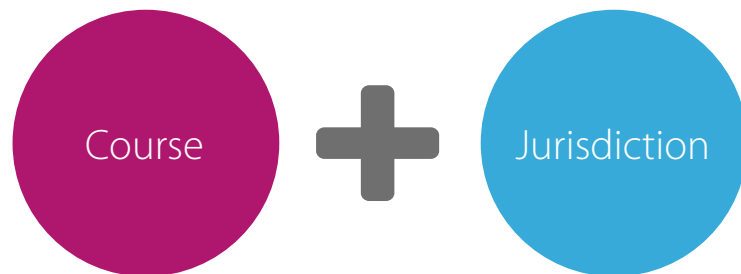
We currently offer **Specialist Jurisdictional Modules** covering the following jurisdictions:

Guernsey

Jersey

Cayman

We will be developing further **Specialist Jurisdictional Modules** during the course of 2019.



*\* Please contact us if you would be interested a Specialist Jurisdictional Module covering an alternative jurisdiction.*

# Certificate Level





# Certificate in Fund Administration

The **Certificate in Fund Administration** is suitable for those embarking on a career that involves fund administration, back office support or fund operations. The Certificate is made up of the following six modules:

- The Fund Industry
- Fund Structures
- Fund Strategies
- Fund Accounting and Fund Valuations
- Taxation
- Regulation

## Structure

The **Certificate** is designed to be studied part-time, alongside professional commitments.

Delivery is via CLT International's new online learning platform using aspects of e-learning, video, podcast and text. This enables individuals worldwide to undertake this qualification.

In order to complete the Certificate, you must successfully pass an online multiple-choice-question

examination. We recommend that this is taken after three months of study but our flexible approach means that you can take the examination whenever you feel ready.

## Cost

The Certificate course fee is £575 (+UK VAT if applicable). This fee is fully inclusive of access to our online learning platform, all course materials and examination fees.

## Entry Requirements

The Certificate is open entry; however, applicants should have a good standard of literacy and be aware that the programme is delivered in English. We would recommend that those with more experience complete the Certificate prior to embarking on the Advanced Certificate or Diploma as these qualifications will build upon the knowledge covered in the Certificate.

## Key Learning Outcomes

Upon successful completion of the Certificate in Fund Administration you will:

- have a sound understanding of 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

## Qualification

On completion of the course you will gain the Certificate in Fund Administration. If you complete a Specialist Jurisdictional Module, you will be awarded the Certificate in Fund Administration with the relevant specialism(s).

Enrol

Visit [www.clint.com/funds](http://www.clint.com/funds)



# Benefits of our Fund Administration courses

## For Delegates

- Acquire a strong base knowledge of the fund industry
- Improve your confidence and performance in your role
- Demonstrate your knowledge and skills through a certificated qualification
- Have the opportunity to build upon your knowledge and skills
- Demonstrate your commitment to a career in the fund industry

## For Employers

- Assessed qualifications that can sit alongside or replace your in-house training
- A benchmark for your workforce, ensuring that all employees have a sound knowledge of the industry
- Provides you with confidence that your workforce has been trained by industry experts
- Minimal disruption to the working day with on-line delivery of the course and assessment
- Large or small groups of employees can undertake the course concurrently, with customised in-house packages also available

# Advanced Certificate Level





# Advanced Certificate in Fund Administration

The **Advanced Certificate in Fund Administration** is an intermediate level programme suitable for experienced fund administrators and other back office support staff. This comprehensive course builds on the Certificate and takes a detailed, practical look at key aspects of fund administration and accounting.

The Advanced Certificate is made up of the following nine modules:

## **Part 1 - Advanced Fund Structures, Strategies and Regulation**

- Key Parties in a Fund
- Fund Lifecycles
- Alternative Investment Funds, Fund of Funds and Debt Fund Considerations
- Advanced Regulation

## **Part 2 - Advanced Fund Accounting and Analysis**

- Fundamentals of Fund Accounting
- Accounting for Specific Fund Transactions
- NAV, GAV and Key Fee Calculations
- Preparation and Interpretation of Financial Statements
- Advanced Taxation

## Structure

The Advanced Certificate is designed to be studied part-time, alongside professional commitments.

Delivery is via CLT International's online learning platform using a combination of e-learning, video, podcasts and text. A live virtual classroom will be held for each part of the course and, in specified jurisdictions, a one-day revision session will be held prior to the final examination.

In order to complete the Advanced Certificate you must successfully complete a final, online examination. The Advanced Certificate takes six months to complete.

## Cost

The Advanced Certificate course fee is £1,200 (+UK VAT if applicable). This fee is fully inclusive of access to our online learning platform, all course materials, two live virtual classrooms, one day of tuition (or material covering the content if not in a face-to-face jurisdiction) and examination fees.

## Entry Requirements

The Advanced Certificate is open entry but assumes a core base knowledge of the fund industry acquired through completion of the Certificate or a similar course of study/practical work experience.

All applicants should have a good standard of literacy and be aware that the programme is delivered in English.

## Key Learning Outcomes

Upon successful completion of the Advanced Certificate in Fund Administration you will:

- have a detailed understanding of the functions of key parties in a fund and how they meet the needs of stakeholders
- understand the lifecycle of different fund structures, including the processes involved in their closure, winding down and liquidation
- be aware of the topical issues surrounding alternative investment funds, fund of funds and debt funds
- have a detailed knowledge of fund regulation and be able to interpret and apply Principal Documents, Scheme Particulars and investment restrictions
- understand the fundamentals of fund accounting and how to account for specific fund transactions

- be able to carry out a range of calculations in relation to a fund, including NAV, GAV, performance fees, and entry and exit charges.
- be able to calculate earnings per share and the total expense ratio, and use ratios to analyse a set of financial statements
- understand the impact of taxation on different fund structures and be able to carry out relevant tax calculations

## Qualification

On completion of the course you will gain the Advanced Certificate in Fund Administration. If you complete a Specialist Jurisdictional Module, you will be awarded the Advanced Certificate in Fund Administration with the relevant specialism(s).

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# Coming Soon for 2019

## **Diploma in Fund Administration**

An advanced level programme aimed at those who are working in fund administration or operations in a senior or supervisory capacity. This practical, nine-month course examines some of the more complex issues involved in fund administration and looks at how run an efficient and effective back office team.

## **CPD Library**

A series of 'hot topic' courses covering the latest industry developments and current best practice. Designed for all levels of expertise.



## Next steps...



### **Download the syllabus**

To find out more about the content covered within each course, visit [www.clint.com/funds](http://www.clint.com/funds)

### **Find out more**


Explore our range of Frequently Asked Questions, at [www.clint.com/faqs/](http://www.clint.com/faqs/)



### **Contact us**

Speak to a member of the team to discuss which course is right for you, or how we could help with your firm's training needs on +44 (0) 121 362 7733 or [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com)

 [www.cltint.com/funds](http://www.cltint.com/funds)

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