

Job Description: Vice President (VP) of Operations – Mutual Fund

Position Summary:

The Vice President (VP) of Operations for a mutual fund is a senior leadership role responsible for managing and optimizing the operational infrastructure of the mutual fund. This includes overseeing the back-office processes, ensuring regulatory compliance, and supporting seamless portfolio management activities. The VP of Operations works closely with other departments, such as compliance, technology, and investment teams, to ensure efficient fund operations and excellent service delivery to stakeholders.

Key Responsibilities:

Operational Management:

- Oversee all operational activities, including fund accounting, trade settlement, record-keeping, and investor servicing.
- Ensure timely and accurate processing of transactions, including subscriptions, redemptions, and dividend distributions.
- Develop and implement standard operating procedures (SOPs) to enhance operational efficiency and mitigate risks.
- Manage relationships with custodians, transfer agents, fund administrators, and other third-party service providers.

Regulatory Compliance and Reporting:

- Ensure compliance with all applicable regulations, including those set by regulatory bodies such as the SEC, SEBI, or other local authorities.
- Prepare and oversee regulatory filings, disclosures, and fund reports.
- Work with legal and compliance teams to address operational aspects of audits and regulatory reviews.

Risk Management and Internal Controls:

- Implement robust operational risk management frameworks to identify, monitor, and mitigate risks.
- Establish internal controls to safeguard fund assets and ensure data integrity.
- Conduct periodic reviews of operational processes to ensure efficiency and identify areas for improvement.

Technology and Process Optimization:

- Drive the adoption of technology solutions to streamline operational workflows, enhance data accuracy, and improve reporting capabilities.
- Collaborate with IT teams to ensure system security, scalability, and integration with other platforms.
- Continuously evaluate and upgrade operational tools and platforms.

Team Leadership and Collaboration:

- Lead and mentor the operations team, fostering a culture of accountability, innovation, and high performance.
- Collaborate with investment, compliance, and marketing teams to align operational processes with the fund's overall strategy.
- Act as a key point of contact between operations and senior management to ensure alignment on priorities and deliverables.

Stakeholder Management:

- Work closely with fund investors, distributors, and financial advisors to address operational queries and ensure satisfaction.

- Represent the operations team in board meetings, investor discussions, and strategic planning sessions.

Qualifications and Skills:

Education and Certification:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's or MBA preferred).
- Professional certifications such as CPA, CFA, or CIPM (Certificate in Investment Performance Measurement) are desirable.

Experience:

- 10–15+ years of experience in mutual fund operations or financial services, with a strong understanding of fund administration and compliance.
- Proven track record in managing teams and complex operational workflows.

Core Competencies:

- In-depth knowledge of mutual fund structures, operations, and regulatory frameworks.
- Strong analytical and problem-solving skills, with a focus on process improvement.
- Proficiency in fund administration software and reporting tools (e.g., Bloomberg, FactSet, or similar platforms).
- Excellent leadership, communication, and interpersonal abilities.

Key Performance Indicators (KPIs):

- Operational efficiency metrics (e.g., transaction processing times, error rates).
- Regulatory compliance and audit outcomes.
- Timeliness and accuracy of fund reporting and filings.
- Stakeholder satisfaction with operational processes.
- Cost-effectiveness of operational functions and vendor management.

The VP of Operations is critical in ensuring the mutual fund operates smoothly, meets regulatory obligations, and delivers exceptional service to its investors, making it a key driver of the fund's overall success.