



CLTI Certificate in Fund Administration

Your gateway to
understanding the
fund industry



Course overview

Gain a foundational understanding of the fund industry, gaining 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.
- **Earning a certificated qualification**, with no recertification requirements, demonstrating your newly acquired knowledge and skills and your commitment to best practices and lifelong learning.
- **Discovering insights by industry-leading experts** on the latest fund developments, trends, best practices and other supporting resources.



What will I learn?

- **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.



Is this course right for me?

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.



All those involved in fund administration must enrol for this course.

CLTI Certificate in Funds Graduate



The course was really good and provided me with a lot of knowledge to get started in my career in finance.

CLTI Certificate in Funds Graduate

Course format

This online qualification is delivered via interactive eLearning modules, articles, videos, podcasts, animations, self-assessment questions, tasks and activities and can be completed within three months (you will have access to the learning resources for 12 months).

You can:



**Enrol at
any time.**



**Study in your
own time.**



**Take the final assessment, a
90-minute online examination
with 60 multiple-choice
questions when ready.**

This qualification requires **no recertification** and **no formal entry criteria**.
However, a good understanding of written English is preferred.
Completion of this course earns 20 CPD hours.



Next steps

