



Another course in our Offshore Essentials Series: (Level II Part 1)

MQA
APPROVED

“FUND ADMINISTRATION”

Monday 18th and Tuesday 19th January, 2010 | Labourdonnais Waterfront Hotel | Mauritius

About the Course

As the recessions end and opportunities abound investors are once more looking to benefit from these market changes. Investment funds are moving quickly to take advantage of the returning confidence, creating new funds, restructuring existing portfolios and above all recognising that investors and regulators will expect much more.

For the fund administrator this is a truly challenging environment as the fund operations, accounting and client service teams need to respond to the greater demands for professional, quality support services and added value that the funds desperately need to be successful in the newly invigorated but fiercely competitive market.

The role of the administrator is absolutely central to the fund being able to give comfort to the investors that everything to do with the fund is being properly managed including complying with the changing risk management and regulatory requirements.

This comprehensive course will prepare you for that challenge by explaining what is needed and how it is delivered from processing asset trades, to managing subscriptions and redemptions, to valuations and reporting and finally to compliance and risk issues.

THE SESSIONS IN DETAIL

Day 1 **Supporting Activity in Global Markets and Investment**

Session 1 The Financial Markets and Monetary System

This session will cover the following key areas:

- Structures of financial markets
- Key players
- Roles of the Central, Investment and commercial banks
- Impact of the Financial Crisis on Investment

Session 2 Investment Banking, Broking and Fund Management in Detail

This session focuses on:

- Investment concepts and objectives
- Types of products - equities, bonds, derivatives, commodities, property, alternative investments
- Different fund structures
- Relationship between broker, manager, administrator and investor

- Role of a Prime Broker

(includes an exercise putting together an investment fund and a portfolio – meeting mandates, benchmarks etc)

Day 2 **Managing Fund Administration**

Session 1 Structures and Roles

This session looks at:

- Role and function of the administrator
- Custodians and their interaction with fund administrators
- Key Workshop - The functions in :
 - Fund Operations
 - Fund Accounting
 - Transfer Agency
 - Providing Support to the Investment Manager

Session 2 Process Flows

A workshop producing Road Maps for key products in the portfolio and analysing the

ownership of tasks, functions, management, major issues etc

(includes a pricing, valuation and settlement exercises)

Session 3 Key Workshop - Processes and Operations Teams

An overview of the investor and manager expectations and in house/outsource management demands covering:

- Data base management
- Recording and reporting
- Reconciliations and controls
- M.I.
- Online dealing and data access
- Client services – adding value and differentiating the service from competitor's services

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ABOUT THE TRAINER

David Alan Loader has been involved in the financial markets for over 30 years during which time he has worked in a variety of roles within investment banking.

He has a background that covers both front and operations functions in banking and investment including being a Director of S.G.Warburg Securities Ltd, Operations Director of Wartburg Futures and Options Ltd and Director Exchange Traded Derivatives at SBC. David has been involved in his present companies for over seven years and in addition to developing the businesses he is involved in many projects utilising his extensive knowledge and experience in a consultancy role and also as a senior trainer within the organisations. David specialises in risk, support services like settlement, custody and fund administration and operations subjects related to securities and derivatives trading and investment. His engagements include working with the Investment Property Forum delivering educational and consultancy services related to property derivatives, and assisting two major bank clients with consultancy on a custody issue and an operations review.



David Alan Loader

He is also a successful author having over twelve titles published by Wiley and Elsevier as well as The Securities and Investment Institute where he authors the qualification examination workbooks covering Exchange Traded Derivatives Administration and provides input to the Certificate in Advanced Global Securities Operations. His titles include subjects such as: securities and custody, derivatives, operational risk, fund administration, credit derivatives, operations management and advanced operations management.

Recently he has been working with colleagues on creating the syllabus and workbooks for Advanced Certificate and Diploma in Fund Administration in association with the University of Manchester.

The Programme

DAY 1:

8:30 - 9:00	Registration
9:00 - 9:15	Introduction
9:15 - 10:30	Monday Session 1
10:30 - 10:45	Morning Break
10:45 - 12:30	Monday Session 2
12:30 - 13:30	Lunch
13:30 - 15:00	Afternoon Session 1
15:00 - 15:15	Afternoon Break
15:15 - 17:00	Afternoon Session 2

DAY 2:

8:45 - 9:15	Registration
9:15 - 10:30	Morning Session 1
10:30 - 10:45	Morning Break
10:45 - 12:30	Morning Session 2
12:30 - 13:30	Lunch
13:30 - 15:00	Afternoon Session 1
15:00 - 15:15	Afternoon Break
15:15 - 17:00	Afternoon Session 2

REGISTRATION FORM

(Please fill in block letters)

Participant

Title Mr / Mrs / Miss
Surname _____
First Name _____
Job Title _____
Position _____
Email (Professional) _____
Email (Personal) _____

Company

Name _____
Postal Address _____
Tel _____
Fax _____

Course Title 1: FUND ADMINISTRATION

Participation Fee: US\$ 1500 / participant

But only US\$ 1300 if registration and payment is made before 20 December 2009

Course Title 2: INTERMEDIATE/ADVANCED FUND ADMINISTRATION

Participation Fee: US\$ 750 / Participant

But only US\$ 600 if registration and payment is made before 20 December 2009

Both Course: Discounted rate

Participation Fee: US\$ 2000 / Participant

But only US\$ 1750 if registration and payment is made before 20 December 2009

Please tick the appropriate box - Course 1: Course 2: Both:

Payment

A crossed cheque or bankers draft (Account Payee only) for US\$ _____ payable to CLBS is enclosed.

If you wish to pay by wire transfer, please contact CLBS for our bank details.

Signature _____

Date _____

Note

Completed registration forms along with the **full** payment of the course should reach CLBS by 10 January 2010 at the latest. A registration by a prospective participant creates a binding contract between the participant and the organisers. Once a prospective participant has registered on a course, the full payment of the course must be paid even if the person subsequently withdraws from the course. Refunds shall only be at the discretion of the course organizers. Bank charges to be born by participant.

For HRDC purpose, please note that the amount on the official receipt shall be the rupees equivalent of the course fees at the exchange rate of 1 USD = Rs. 32