PUNJAB PENSION FUND

Job Title:	**Assistant Manager-Accounts**
Responsible to:	**Head of Accounting and Finance / Chief Financial Officer**
Job Specification:	**CA (Finalist) / ACMA (Finalist) / MBA-Finance / ACCA, or an equivalent qualification with at least sixteen years of education, recognized by the Higher Education Commission (HEC), with a minimum of four years' relevant experience in the financial sector, of which at least three years must be in an Asset Management Company (AMC), along with knowledge of Income Tax and Punjab Sales Tax.**
Supervision:	**None**

Job Description:

- Preparation of monthly, quarterly, half-yearly, and annual financial statements in accordance with applicable IFRS.
- Maintenance of accounting records and the general ledger, preparation of bank reconciliations, and recording of investment-related transactions.
- Preparation and monitoring of annual budgets.
- Preparation of monthly payroll, ensuring accurate calculation of salaries, allowances, deductions, and applicable taxes, and processing of salary transfers to employees' bank accounts.
- Calculation, deduction, deposit, and reconciliation of applicable withholding taxes, and ensuring timely filing of tax returns and statements in compliance with applicable federal and provincial tax laws.
- Coordination with external auditors, internal auditors, and the Trustee.
- Coordination with tax consultants and relevant tax authorities regarding tax compliance, assessments, exemptions, and other taxation matters.
- Ensuring proper accounting of investments, investment income, fair value adjustments, and expected credit losses (ECL), where applicable.
- Maintenance of proper records of all accounting documents, vouchers, financial statements, and supporting schedules.
- Assistance in the preparation of financial information and reports required for Management Committee meetings.
- Performance of any other duties assigned by the Head of Accounting and Finance / Chief Financial Officer / General Manager.