PUNJAB PENSION FUND

Job Title: **Officer– Back Office Operations**

Responsible to: **Assistant Manager, Back Office / Head of Accounting and Finance**

Job Specification: **CA (Finalist) / ACMA (Finalist) / MBA-Finance / ACCA, or an equivalent qualification recognized by the Higher Education Commission (HEC) as equivalent to at least sixteen years of education, with a minimum of three years' relevant experience in the financial sector, of which at least two years must be in an Asset Management Company (AMC).**

Supervision: **None**

Job Description:

- Verification of deal tickets, broker notes, and other relevant trade documents.
- Preparation of settlement instructions and coordination with the Trustee for their timely execution.
- Ensuring accurate and timely recording of all investment transactions in the Fund Management System (FMS).
- Ensuring timely posting and settlement of equity transactions through the National Clearing and Settlement System (NCSS).
- Ensuring accurate and timely uploading of equity trades into the investment management system.
- Coordination with the Trustee, brokers, banks, and other relevant parties for the timely settlement of investment transactions.
- Monitoring of securities settlements in accordance with applicable settlement mechanisms, including Delivery versus Payment (DvP).
- Monitoring of outstanding settlements and resolution of settlement discrepancies.
- Reconciliation of the Fund's investment holdings with its CDC account statements and IPS reports issued by banks.
- Monitoring of investment income, maturities, redemptions, and corporate actions.
- Maintenance of accurate investment records and ensuring compliance with approved operational procedures and internal controls.
- Processing of brokerage payments and issuance of payment instructions to the Trustee for execution.
- Performance of any other duties assigned by the Head of Accounting and Finance or management.