PUNJAB PENSION FUND

Job Title:	Assistant Manager Accounts
Responsible to:	Manager Accounts and Settlement
Qualification:	16 years' education in Accounting/ Finance and/or equivalent education in a related discipline or ACCA/ CA(Finalist)/ ACMA(Finalist) Additional Relevant Professional Qualification: CA/ACMA Qualified
Experience:	Relevant 4 years of experience in an Asset Management Company, Non-Banking Finance Company, DFI, or any other investment fund in the accounts and/or finance functions.
Supervision:	Accounts Officer

Job Description:

- Review all trades in the Asset Connect software.
- Ensure Investment Modules are updated in the system
- Ensures that brokers' notes and all pertinent information are received with the Deal Ticket from the Investment Department to prepare settlement instructions.
- Prepares settlement instructions accurately and on a timely basis.
- Gets the settlement instructions signed by the authorized signatories and forwards them to the Trustee.
- Coordinates with the Trustee to execute settlement instructions.
- Coordinates with banks, issuers, etc., and ensures timely receipt of profit/dividend on Fund securities.
- Keeps track of all securities held by the Fund.
- Reconciles brokers' accounts daily for CFS, Regular, and Forward trade.
- Sends a copy of all settlement instructions to the Accounts and Investment Departments.
- Generate portfolios and statements at the day's end and forward them to the Accounts & Investment Department.
- Keeps a proper record of all settlement instructions.

- Prepares receipt vouchers, payment vouchers, and journal vouchers and records them in books of accounts accurately and on a timely basis.
- Prepares reports that are required to be submitted to the Trustee / Management.
- Prepares monthly, quarterly, half-yearly, and annual Financial Statements and gets them audited.
- Coordinates with internal auditors to implement an effective internal control system.
- Performs any other work the General Manager or the Chief Accounting Officer assigns.