

## PUNJAB PENSION FUND

Job Title:	Assistant Manager Reporting & Reconciliation
Responsible To:	Head DCPS Unit
Qualification:	Sixteen-years education or equivalent in finance, accounting, or equivalent from an HEC-recognized institution.
Experience:	At least five (5) years of post-qualification experience in finance and accounting.
Supervision	None

### **Job Description:**

- Oversee the financial aspects of DCPS, including tracking transfer of contributions, generating comprehensive reports, and ensuring timely reconciliation with both the Accountant General (AG) Office and Pension Fund Managers (PFMs).
- Monitor and assess the investment management performance of PFMs, and review Securities and Exchange Commission of Pakistan (SECP) inspection reports for to highlight any areas of concern to the Head of DCPS.
- Support the Head of the DCPS Unit by preparing and submitting various reports to the Finance Department, ensuring all necessary data on employee accounts and investment performance of scheme is accurately compiled and communicated.
- Coordinate with the AG Office to ensure each employee has only one updated pension account, and manage updates and corrections as required.
- Analyze audited financial statements of PFMs, proactively identifying, and addressing any areas of concern to the Head of DCPS Unit.
- Stay informed on legislative and regulatory changes, including updates to the Voluntary Pension System (VPS) Rules, and assess their impact on the scheme's operations, if any.
- Develop and implement Standard Operating Procedures and internal controls to enhance the quality of financial reporting.
- Undertake additional responsibilities as assigned by the Head of the DCPS Unit.