

PUNJAB PENSION FUND

Job Title:	Chief Accounting Officer
Responsible to:	General Manager
Qualification:	<p>Chartered Accountant (ICAP)/ Cost and Management Accountant (ICMAP) / Master's degree in commerce or Business Administration with specialization in Finance.</p> <p>Additional Qualification: MPhil / PhD in Accounting & Finance / CFA</p>
Experience:	Overall post-qualification experience of 10 years. 5 years experience in Accounting/Finance/Audit at senior management level in mutual fund/bank/modaraba/development finance institution or non-banking finance company.
Supervision:	Accounts & Settlement Department

Job Description:

Accounts / Finance:

- Ensures compliance with statutory requirements, including but not restricted to
 - Punjab Pension Fund Act, 2007.
 - Punjab Pension Fund Rules, 2007
 - Investment Policy
 - Trust Deed
 - Companies Act, 2017
 - Income Tax Ordinance, 2001
 - International Financial Reporting Standards
 - Code of Corporate Governance
- Supervises preparation, implementation, and monitoring of Annual Budgets.
- Ensures timely preparation of monthly, quarterly, half-yearly, and annual Financial Statements and presents the same to the General Manager, Accounts, Audit/Compliance Sub-Committee and Managing Committee.
- Gets Financial Statements audited by external auditors and liaisons with regulators, tax consultants, and outside agencies.
- Implements effective internal control procedures as required by the Audit Committee.

- Ensures filing of Income Tax returns on time and deals with Income Tax authorities.
- Prepares Accounting, Operations, and Procurement Manuals and ensures their compliance.
- Reviews Total Assets Position daily.
- Approves all vouchers journal vouchers, authorizes all payments, and ensures that all expenses incurred are for the Fund's operations.
- Signs all cheques and instructions to the Trustee as a first signatory to ensure authenticity of payment.
- Reviews monthly payroll and authorizes for payment.
- Obtains approval from Accounts, Audit/Compliance Sub-Committee, and Managing Committee for acquisition and disposal of fixed assets.
- Ensures smooth running of accounts department to facilitate efficient conduct of bookkeeping function.
- Ensures accuracy of data on accounting application, access of data to authorized users, and its backup periodically.
- Coordinates with software consultant in all matters of implementation, modifications, etc., in terms of the Agreement.

Back Officer Operations/Settlements:

- Coordinates with Trustee and ensures compliance with Trust Deed.
- Ensures timely preparation of settlement instructions by the Back Office.
- Ensures that the Back Office coordinates with the Trustee to execute settlement instructions.
- Ensures that securities are received physically / electronically by the Trustee before payment is made by the Trustee while executing a purchase transaction.
- Ensures that payment is received by the Trustee before delivery of security is made by the Trustee while executing a sale transaction.
- Coordinates with banks, issuers, etc., and ensures timely receipt of profit/dividend on Fund securities.
- Keeps track of all securities held by the Fund.
- Prepares Back Office Operations Manual and ensures its compliance.

Secretary to the Accounts / Audit & Compliance Sub-Committee:

- Convenes meetings of the Managing Committee and its Sub-Committees, issues notices, and confirms receipt of notices from Members.
- Prepares Working Papers for all meetings and sends them to Members before the meeting.
- Coordinates with members regarding their travel, lodging, and boarding requirements.
- Make available all logistics on the meeting date.
- Attends meetings to take minutes.

- Prepares minutes of all meetings and sends them to Members as required by the Act and the Rules of the Fund.
- Attends to all secretarial work of the Fund.

General:

- Ensures that proper records are maintained in the department.
- Signs / approves documents for all departmental correspondence.
- Performs any other work assigned by the General Manager.