

## **PUNJAB PENSION FUND**

**Job Title:** Assistant Manager-Accounts

**Responsible to:** Chief Financial Officer

**Job Specification:** CA (Finalist) / Cost and Management Accountant (Finalist) / MBA-Finance / ACCA / M.Com with minimum 2 years experience in financial sector preferably in an asset management company.

**Supervision:** None

### **Job Description:**

- Prepares, implements and monitors Annual Budget.
- Prepares monthly payroll and transfers salary into bank accounts of staff.
- Enters all trades in the Accounting Application on daily basis.
- Prepares Receipt Vouchers, Payment Vouchers, Journal Vouchers and records the same in books of accounts with accuracy and on timely basis.
- Prepares cheques for office expenses.
- Prepares Bank Reconciliations on daily / monthly basis.
- Prepares Total Assets Position on daily basis and verifies it with custodians report.
- Prepares reports that are required to be submitted to Trustee / Management.
- Prepares monthly, quarterly, half yearly and annual Financial Statements and gets them audited.
- Deposit tax into Government's treasury and prepares monthly, quarterly and annual tax returns / certificates.
- Coordinates with external auditors in respect of statutory audits.
- Coordinates with internal auditors in implementation of an effective internal control system within the company..
- Keeps proper record of all documents in Account Department.
- Performs any other work assigned by the General Manager or the Chief Financial Officer.