

PUNJAB PENSION FUND

Job Title: Chief Accounting Officer

Responsible to: General Manager

Job Specification: Chartered Accountant (ICAP) / Cost and Management Accountant (ICMAP) / MBA with overall experience of 10 years. 5 years post qualification experience of senior management level in a bank or development finance institution or modaraba or non-banking finance company.

Supervision: Accounts & Settlement Department

Job Description:

Accounts / Finance:

- Ensures compliance of 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 timely basis and deals with Income Tax authorities.
- Prepares Accounting, Operations and Procurement Manuals and ensures their compliance.
- Reviews Total Assets Position on daily basis.
- Approves all vouchers, journal vouchers, authorizes all payments and ensures that all expenses incurred are for the purpose of Fund's operations.
- Signs all cheques and instructions to 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 book keeping function.
- Ensures accuracy of data on accounting application, access of data to authorized users and its back-up on periodic basis.
- Co-ordinates with software consultant in all matters of implementation, modifications etc. in terms of the Agreement.

Back Officer Operations/Settlements:

- Co-ordinates with Trustee and ensure compliance of Trust Deed.
- Ensures timely preparation of settlement instructions by Back Office.
- Ensures that Back Office co-ordinates with Trustee for execution of settlement instructions.
- Ensures that securities are received physically / electronically by Trustee before payment is made by Trustee while executing a purchase transaction.
- Ensures that payment is received by Trustee before delivery of security is made by Trustee while executing a sale transaction.
- Co-ordinates with banks, issuers etc. and ensures timely receipt of profit/dividend on Fund securities.
- Keeps a 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 of all meetings and sends them to Members before the meeting.
- Co-ordinates with Members for their travel, lodging and boarding requirements.
- Makes 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.