

## **Terms of Reference**

<b>Post:</b>	Manager, Fund Management
<b>Post Type:</b>	Permanent
	Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance upon successful completion of one year.
<b>Department:</b>	Fund Management
<b>Division:</b>	Financial Management

### **Reporting Relationships**

The Manager, Fund Management will report to the Director, Finance and is expected to work closely with staff from the Financial Management Division.

### **Overall Responsibilities**

The Manager, Fund Management will be responsible for the daily tasks carried out by the Fund Management Department ensuring that all required functions are completed on time and the timely preparation of the required reporting. The Manager, Fund Management will also assist the Director, Finance in managing the department while guiding and assisting other team members.

### **Specific Duties**

- Lead the Fund Management Department and ensure the completion of department OKRs and initiatives on time.
- Oversee and guide the timely and accurate recording of accounting transactions.
- Ensure daily net asset valuation, and unit price of the funds are accurate and closed on time.



- Ensure preparation of cash flow forecast and other financial data analysis related to the Maldives Retirement Pension Scheme (MRPS).
- Check and approve monthly financial reports and reconciliation of differences in net asset valuation and financial reports.
- Manage and oversee all aspects of Custodian communication and performance monitoring.
- Oversee and guide the accurate and timely preparation of weekly fund availability reports and cash flow forecasts.
- Work closely with the Investment and Research Division in providing information required for regular investments.
- Ensure the timely completion of aging reports and proactively address any issues that arise.
- Ensure the accurate completion of year-end contribution receivables.
- Liaise with external auditors in providing required reports and documentation related to MRPS financials.
- Oversee the process and ensure proper controls in the accounting system
- Liaise with the ERP implementation project team in providing required information and documentation.
- Guide and monitor the team in capacity development, improving efficiency and succession planning
- Oversee, manage and guide the functions of the Fund management team
- Prepare MRPS related accounting policies and procedures in line with international best practices and relevant laws, regulations and policies.
- Regular review, update and maintain the policies and procedures required for the department.
- Assisting the Division In-charge in planning and executing the work assigned to the department.




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Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhanee Magu, Male', Maldives

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- Any other relevant tasks assigned by the Director, Finance or the Chief Financial Officer.

### **Minimum Qualifications and Work Experience**

- A Bachelor's degree of equivalent professional qualification (MNQF level 7) in the field of accounting, finance or investment, or completion of a professional accounting certification (Professional Level).
- A minimum of 4 years of professional work experience in a similar role or in a related field, with at least 2 years of work experience at managerial level.

OR

- A Master's degree or equivalent professional qualification (MNQF level 9) in the field of accounting, finance or investment, or membership in a professional accounting body.
- A minimum of 2 years of professional work at the managerial level in a similar role or in a related field.

### **Desired Skills and Competencies**

- Proficient working knowledge in the preparation of financial statements and other management accounting.
- Strong understanding of the financial market with fund management experience
- Proficient working knowledge of Microsoft Dynamics and other generally used accounting software.
- Excellent and effective communication skills, including the ability to prepare technical or financial analysis and reports; and deliver presentations, making and defending recommendations.
- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent analytical and quantitative skills with computer proficiency.



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- Ability to lead and manage a team and maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Ability to deliver before deadlines in the face of challenging obstacles.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Strong capacity to think in a logical and process-oriented manner.
- Should be able to work independently, positively and constructively.



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