

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

Terms of Reference

Post: Fund Accountant

Post Type: Permanent

(Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance, upon successful completion of the first year.

Department: Fund Management Department

Division: Finance Division

Reporting Relationships

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

Overall Responsibilities

The Fund Accountant 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.

Specific Duties

- Prepare monthly journal approvals of all transactions related to member transactions prior to updating the accounting software.
- Update all member transactions to the accounting software subsequent to the journal approvals.
- Prepare daily net asset valuation, unit price of the funds and close the unit prices on time.
- Prepare settlements of contribution receivables and inter fund transfers on a timely basis
- Prepare settlements of payment claims on a timely basis.



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- Prepare settlement of collateralization on a timely basis.
- Update collateralization deposit returns in the respective system and ensure unitization and settlement of returns on a timely basis.
- Update collateralization activities register and ensure proper valuation of collateralization deposit.
- Update and maintain the collateralization deposit returns register and ensure adjustment to accruals.
- Prepare and send invoices to the Ministry of Finance on liquidation of recognition bonds on a monthly basis.
- Prepare weekly fund availability report and cashflow forecast.
- Update all investment related transactions to the accounting software subsequent to the journal approvals.
- Prepare investment securities trade forms and its settlements as per investment decisions on a timely basis.
- Prepare settlement instructions for matured investment securities on a timely basis and ensure proceeds are received on time.
- Ensure that all settlements are transferred and investment proceeds are received on time.
- Prepare investment securities certificates handover after collection of investment securities certificates.
- Undertake any other tasks or responsibilities assigned by the Manager, Fund Management or the Chief Financial Officer.

Minimum Qualifications and Work Experience

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of accounting and finance, or equivalent professional accounting certification.

Desired Skills and Competencies

- Working knowledge in areas of accounting and finance including preparation of financial statements and other management accounting.



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- Understand the financial market and relevant regulations.
- 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.
- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent analytical and quantitative skills with computer proficiency.
- Ability to 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 to 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.


