

Assistant Fund Accountant

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Classification	Internal	Author	Shiufa Hussain
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Assistant Fund Accountant

1. Introduction

Post: Assistant Fund Accountant

Post Type: Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)

Classification: Assistant Manager Gr. 1

Rank: MM3

Department: Investment Operations

Division: Investments and Financial Management

2. Reporting Relationships

The Assistant Fund Accountant will report directly to the Fund Accountant, and is expected to work closely with team members of the Investment Operations Department.

3. Overall Responsibilities

The Assistant Fund Accountant will be responsible for daily tasks carried out by the Investment Operations Department ensuring that all required functions are completed on time and all accounting records are kept up to date. He / she will also assist the Fund Accountant in Managing the Department while guiding and assisting other team members.

4. Specific Duties



- Ensuring accuracy of Net Asset Value (NAV) and fund price for each of the fund products.
- Resolving inconsistencies in pension administration system and fund accounting system.
- Ensuring the accounting information system is up to date and relevant.
- Ensuring reconciliation of daily cash books against custodian records.
- Ensuring reconciliation of daily investment register with custodian records.
- Reporting of discrepancies and making of appropriate adjustments to books of accounts.
- Ensuring the timely collection of investment proceeds, dividends, interest income and other expected incomes.
- Ensuring receipt of dues to the funds and making payments from the fund.
- Preparation of trial balance and management accounts.
- Ensure Price closing is done on a daily basis.
- Preparation of cash flow forecasts and other MRPS related financial data analysis.
- Ensure timely preparation and verification of required reporting.
- Preparation of MRPS related accounting policies and procedures in line with international best practices and relevant laws and regulations.
- Facilitate in MRPS related external audits and prepare financial reports in accordance with the International Accounting Standards and internal policies and statutory obligations.
- Any other relevant tasks assigned by the Fund Accountant or the Chief Financial Officer.

5. Minimum Qualifications / Work Experience

- A Bachelor's Degree in the field of Accounting, Finance or Investment; or completion of either CIMA or ACCA (Professional Level).
- A minimum 3 years of experience, working in a relevant field.

6. Desired Skills and Competencies

- Proficient working knowledge of QuickBooks and other generally used accounting softwares.
- Excellent and effective communication skills, including the ability to prepare the technical or financial analysis and reports; and deliver presentations, making and defending recommendations.
- Excellent analytical and quantitative skills with computer proficiency.
- Excellent organizational, time management and strong interpersonal skills with a desired leadership;

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- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively with minimum supervision.

