

## **TERMS OF REFERENCE**

<b>Post:</b>	Assistant Fund Accountant
<b>Post Type:</b>	Full time and permanent
<b>Department:</b>	Investment Operations
<b>Division:</b>	Asset Management

### **Reporting Relationships**

Assistant Fund Accountant (AFA) will be an integral part of core team responsible for investment operations with direct reporting responsibilities to Fund Accountant.

### **Overall Responsibilities**

The AFA will play an interregional part to ensure that the financial affairs of the Maldives Retirement Pension Scheme (MRPS) is maintained at highest standard in accordance with generally accepted accounting and audit practices.

### **Scope of Work**

- Preparation of investment related documents and fund transfer documentations
- Preparation of instructions for settlement of investment proceeds, dividends, interest income and other expected incomes
- Maintaining proper records of investments, inflows and outflows
- Maintenance of unit records
- Posting of transactions to accounting system
- Preparation of NAV (Net Asset Value)
- Maintenance of daily cashbook
- Reconciliation of daily cashbook against custodian records
- Reconciliation of daily investment register with custodian records
- Reporting of discrepancies and making of appropriate adjustments to books of accounts
- Ensuring trade confirmation and settlement
- Ensuring the timely collection of investment proceeds, dividends, interest income and other expected incomes
- Preparation of fund summary reports
- Preparation of trial balance and management accounts
- Preparation of reports to market regulator
- Liaison with auditors and other regulatory authorities

### **Competencies**

- Should have excellent interpersonal skills to foster a collaborative and learning workplace
- Should be a proficient user of the Microsoft Office software package and QuickBooks Accounting Software

- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.

**Qualification / Experience**

- A minimum of a Diploma or MNQF level 5 certification in the field of accounting.
  - Must be studying for ACCA/CIMA/CPA or another IFAC recognized accountancy qualification.
  - A minimum of 2 years of work experience in a relevant area.
  - Must have excellent numeracy skills.
-