

TERMS OF REFERENCE

Post: Assistant Fund Accountant
Department: Investment Operations
Division: 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
- Maintaining proper records of investments, inflows and outflows
- 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 able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively

Qualification / Experience

- Diploma or MNQF level 5 certification in the field of accounting.
 - 1 to 2 years of work experience in a relevant area.
 - Must have excellent numeracy skills.
 - **If you have not met the above qualifications and experience requirements but have completed your London Advanced Level and have a keen interest to work in a fund environment we encourage you to apply.**
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