

Terms of Reference

Post: Transaction Processing Analyst

Post Classification: MM1, Level 1

Department: Investment Operations

Division: Investments and Financial Management

Main Responsibilities:

- Ensuring that all contribution receivables are properly accounted for and transferred to Custodian Accounts;
- Ensuring that all payment claims (pensions, deaths, refunds, adjustments, reversal pension payments, etc.) are properly accounted for and funds transferred to respective accounts;
- Preparing and sending invoices to Ministry of Finance and Treasury on retirement, of Recognition Bonds and ensuring receipt of payment;
- Preparing aging reports for Recognition Bonds, Refund Claims and Pension Payouts;
- Processing requests for transfers to other agencies with respect to collateralisation and annuity programs and conducting reconciliation of such schemes;
- Recording of all accounting transactions in the accounting system;
- Assisting in preparation of Net Asset Value computations; and
- Any other relevant tasks assigned by the Fund Accountant, or the Chief Financial Officer.

Minimum Qualifications:

- A Diploma (MNQF level 5) or equivalent professional qualification in the field of Accounting and Finance.

Experience:

- A minimum of 2 years of professional work experience in a relevant field.

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