

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

### **Terms of Reference**

<b>Post:</b>	Assistant Manager, Fund Management
<b>Post Type:</b>	Permanent (Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance upon successful completion of one year.)
<b>Department:</b>	Fund Management
<b>Division:</b>	Financial Management

### **Reporting Relationships**

The Assistant Manager, Fund Management will report directly to the Head of Fund Management, and is expected to work closely with staff from the Financial Management Division.

### **Overall Responsibilities**

The Assistant Manager, Fund Management 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. He / she will also assist the Head of Fund Management in managing the department while guiding and assisting other team members.

### **Specific Duties**

- Ensuring accuracy of Net Asset Value and fund price for each of the fund products and price closing is done on a daily basis.
- 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 registers with custodian records.
- Reporting of discrepancies and making appropriate adjustments to books of accounts.



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Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhanee Magu, Male', Maldives

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- Resolving inconsistencies in the pension administration system and fund accounting system.
- 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 fund management accounts and relevant reports.
- 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, regulations and policies.
- Regular review, update and maintain the policies and procedures required for the department.
- Facilitate in MRPS related external audits and assist in preparing financial reports in accordance with the International Accounting Standards and internal policies and statutory obligations.
- Assisting the Head of Department in planning and executing the work assigned to the department.
- Any other relevant tasks assigned by the Head of Fund Management or the Chief Financial Officer.

### **Minimum Qualifications and 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 of 2 years of professional work experience in a similar role or in a related field, after completion of undergraduate degree or equivalent qualification.

OR

- A Bachelor's Degree in the field of Accounting, Finance or Investment; or completion of either CIMA or ACCA (Professional Level).
- A minimum of 2 years of work experience at Pension Office in a related, operational level position, and achievement of 85% or above in performance appraisals for the previous two years.




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## Desired Skills and Competencies

- Proficient working knowledge in preparation of financial statements and other management accounting.
- 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.
- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent analytical and quantitative skills with computer proficiency.
- 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 before deadlines in the face of challenging obstacles.
- Attention to details and proven ability to work independently and effectively with minimum supervision.
- Strong capacity to think in a logical and a process-oriented manner.
- Should be able to work independently, positively and constructively.



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