

## Deputy Manager / Manager - Fund Accounting

### SECTION 1: JOB SPECIFICATION

<b>Position Title:</b>	Deputy Manager / Manager - Fund Accounting
<b>Grade/ Tier:</b>	04 / 03
<b>Department:</b>	Fund Accounting
<b>Reporting to:</b>	CFO
<b>Who would be reporting to this position?</b>	Deputy Manager / Assistant Manager / Management Associate / Accounts Officer
<b>Who would the position interact with for job performance?</b>	<p><b>Internal Contact:</b> Communicate actively with Operations and Investments for day to day operations. Further interaction would be required with other departments for e.g. Internal Audit, Finance (AMC), Risk, Marketing etc.</p> <p><b>External Contact:</b> Interacting with parent company, external auditors, and regulatory authorities.</p>
<b>What are the expectations from this job?</b>  (minimum 5 or maximum to 10)	<ul style="list-style-type: none"> <li>· Maintenance of the chart of accounts Supervise and maintain daily net assets value report along with all the supporting schedules of activities for the day.</li> <li>· Maintain a due date diary for ascertaining upcoming maturities and re-pricing of markup accrual rate of instruments held in the portfolio.</li> <li>· Ensure timeless and accuracy of reporting to regulator and other external bodies. Such as monthly SECP report and SBP report.</li> <li>· Review, examine, and analyze accounting records, financial statements, and other financial reports of assigned funds to assess accuracy, completeness and conformance to reporting and procedural standards.</li> <li>· Make sure that bank reconciliation statements of all bank account of the funds under management are prepared on daily basis and reconciliation items are followed up properly for resolution.</li> <li>· Establish and monitor controls to ensure timelines and accuracy of financial information.</li> <li>· Review of profit accrual on bank balances as per agreed term and coordinate with the respective bank for resolution of differences.</li> <li>· Liaison with the funds auditors and resolve all audit related queries</li> </ul>

	<p>in a timely manner.</p> <ul style="list-style-type: none"> <li>· Prepare audit working &amp; schedule as required by the internal/external auditors.</li> <li>· Develop, implement, modify and document record keeping and accounting software.</li> <li>· Direct and supervise the activities of Management Associates and Account Officer.</li> <li>· Review of processes and procedures.</li> <li>· Any other task as may be assigned by the Chief Financial Officer from time to time.</li> </ul>
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**SECTION 2: PERSON SPECIFICATION (*State the minimum acceptable proficiency for this job. Do not state the incumbent specific information.*)**

<b>Required Knowledge</b>	Sound knowledge of NBFC Regulations, Companies Ordinance, Income Tax Laws and IAS/ IFRS especially those relevant to the financial service industry.	
<b>Required Skills</b>	<p><b>Job Specific Skills</b></p> <ul style="list-style-type: none"> <li>· Proficiency in MS Excel and Power point</li> <li>· Strong analytical and multi-tasking skills</li> <li>· Proficiency in applying various accounting concepts</li> </ul>	<p><b>Soft Skills</b></p> <ul style="list-style-type: none"> <li>· Ability to relate to all levels of staff and management</li> <li>· Ability to create a harmonious team atmosphere and interact professionally with all employees</li> <li>· Strong interpersonal, verbal and Written communication skills</li> </ul>
<b>Required Education &amp; Experience (<i>Make Different Combinations</i>)</b>	<p><b>Education:</b> CA / preferably member of a professional accounting body</p> <p><b>Experience:</b> 05 years of relevant experience</p>	

Interested candidates may apply in confidence latest by August 8th, 2019 to [nasiddiqui@ublfunds.com](mailto:nasiddiqui@ublfunds.com) (*Please mention the position title in the subject line of the email*)