

PUNJAB PENSION FUND

Job Title: Asstt. Manager – Back Office Operations

Responsible to: Chief Financial Officer

Job Specification: CA (Finalist) / Cost and Management Accountant (Finalist) / MBA-Finance / ACCA / M. Com with minimum 3 years experience in financial sector or in a brokerage house or an asset management company.

Supervision: None

Job Description:

- Ensures that brokers' note and all pertinent information is received with the Deal Ticket from the Investment Department for preparation of settlement instructions.
- Prepares settlement instructions accurately and on timely basis.
- Gets the settlement instructions signed from the authorized signatories and forwards the same to the Trustee.
- Co-ordinates with Trustee for execution of settlement instructions.
- Ensures that securities are received physically / electronically by the Trustee before payment is made by the Trustee.
- Ensures that payment is received by Trustee before delivery of security is made by Trustee while executing a sale transaction.
- Co-ordinates with banks, issuers etc. and ensures timely receipt of profit/dividend on Fund securities.
- Keeps a track of all securities held by the Fund.
- Reconciles brokers' accounts on daily basis for CFS, Regular and Forward trade.
- Sends a copy of all settlement instructions to Accounts and Investment Departments.
- Keeps proper record of all settlement instructions.