

## PUNJAB PENSION FUND

Job Title	Officer Trade Operations
Responsible to	Assistant Portfolio Manager/Portfolio Manager/ Head of Department
Qualification & Experience	Bachelors' degree in Business, Commerce, Economics, Finance, and/or equivalent to 16 years of education in related discipline. Candidates pursuing CFA track will be preferred provided that they have the relevant work experience
Experience	Overall 3 years work experience in trading
Supervision	None

### Job Description:

- Look after all administrative and support functions related to trading desk.
- Ensuring accuracy and proper settlement of trades and resolving discrepancies as needed
- Setting up new trading accounts and crosschecking new accounts to ensure accuracy of securities
- Monitoring and resolving trade related alerts from custodians
- Compiling and disseminating information regarding maturing fixed income securities
- Performing trade related duties as directed by supervising authority
- Make and Maintain Guidance handbook for trading
- Maintain proper list of Trading restrictions/limitations
- Maintain updated record of Brokers, custodian and commissions
- Performing commission rate verification
- Performing broker verification
- Assisting operations in month end reporting and Backing up operations assistants as needed
- Remain updated on the laws, rules & regulations relating to capital markets and investment industry.
- Follow the code of ethics and standards of professional conduct adopted by the employer.
- Performs any other work assigned by the Head of Department.