

## Assistant Manager- Finance

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Company: UBL Fund Managers Ltd.

Location: Karachi

Category: other-general

- Perform the daily procedures surrounding computation and announcement of daily NAVs.
- Manage the assigned fund(s) portfolio with due care, diligence and professionalism.
- Assist the department managers in the execution of all functions effectively and efficiently.
- Perform daily / monthly reconciliations of bank accounts, investments holdings and other accounts.
- Ensure timely and accurate reporting to regulators and other external bodies such as SECP, SBP, MUFAP, etc.
- Check and ensure the accuracy and completeness of profit accrual on bank accounts and co-ordinate with the respective bank(s) for resolution of the differences.
- Prepare audit working and schedules as may be required by the internal and external

auditors.

- Ensure complete and accurate reporting of all transactions. Also maintain all records of transactions and keep appropriate audit trails.
- Any other tasks as may be assigned by the Department Head / Manager

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