

12-05-2022



CDCPL is seeking suitable profiles for its Trustee & Custodial Services Department for **Real Estate Investment Trust (REIT) Schemes:**

Position: Senior Officer / Officer

Qualification: BBA (Finance), MBA (Finance) in process, BS Accounting & Finance or BS Computational Finance

Experience: 0-2 years

Location: Karachi

Job Description:

The applicant will be responsible to execute day to day operations of REIT, including but not limited to the following:

- Verify/execute settlements and payments instructions of the REIT Management Company (RMC).
- Verify/save/execute payment of expenses, taxes etc.
- Ensure compliance with day-to-day transactions and perform periodic compliance measures mandated under REIT Regulations and other material contracts.
- Bank reconciliations, account maintenance and execution of transfer of funds.

- Correspond with Banks, RMC, Property Manager, Development Advisor, REIT Accountant, etc. in addition to routine operations of assigned REIT Scheme.
- Quarterly review of REIT Schemes in comparison to its Business Plan.

Eligible and interested candidates are encouraged to send their resumes at jobs@cdcpak.com mentioning the position (Senior Officer / Officer – **REIT Schemes**) in the subject line latest by **May 17, 2022**.

