



Terms of Reference – Senior Finance Manager

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A. INTRODUCTION

Business Centre Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centres (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

B. SCOPE OF WORK

The Senior Finance Manager will be overseeing the work of the Finance and Investment Department under the supervision of the Chief Financial Officer.

C. ROLES AND RESPONSIBILITIES

Below are the key roles and responsibilities of the Senior Finance Manager. This position requires good communication with the Chief Financial Officer on day-to-day matters.

- Analyse the financial management, business process and the administration of the division.
- Take an active role in budgeting, planning and forecasting to achieve the objectives of the company along with the Chief Financial Officer.
- Closely monitor the flow of cash into and out of the corporation to ensure the activities follow the corporation policies.
- Assist the Chief Financial Officer in the financial decision making and in the analysis of the ratios.
- Ensure that day-to-day expense and revenue entries are made by the staff.
- Ensure tax filing are accurate and submitted on time.
- Assist the Chief Financial Officer undertake strategic analysis, risk assessments, business modelling, feasibility studies and strategic planning.
- Prepare and interpret reports and financial statements and assist Chief Financial Officer produce long-term business plans.
- Assist the Chief Financial Officer in the preparation of reports as required by law and regulations of the company.
- Assist and liaise with auditors (external and internal) for periodic monitoring.
- Supervise the work of the division staff and liaising with division colleagues and other managerial staff.
- Undertake and oversee the work of the procurement department as required.



D. REQUIREMENTS

I. ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Minimum three years of work experience in financial analysis, accounting, auditing or taxation.
- Masters Degree in Finance /Accounting or ACCA/CPA qualified or equivalent
- Sound knowledge and training in IFRS
- Ability to work under pressure, meet conflicting demands and meet tight deadlines for unpredicted or unplanned tasks
- Excellent analytical and business decision making

II. KEY COMPETENCIES

- Outstanding mathematical skills
- Strong attention to detail
- Critical thinking

E. REPORTING

The successful candidate will report to the Chief Financial Officer on a day-to-day basis.

F. REMUNERATION

This position will be paid a fixed remuneration of MVR 25,000.00. Ramadan bonus will be paid as per the Employment Act.

G. WORKING HOURS

The candidate is expected to work from 8:00 am - 4:00 pm on weekdays with 1-hour lunch break. The successful candidate shall be available to work in the BCC premises during official working hours.

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