

TERMS OF REFERENCE (TOR)

Post: Senior Finance Officer
No of Vacancies: 01
Post Type: Full time
Department: Finance Department
Reporting to: Head of Finance

Key Tasks, Responsibilities, and Deliverables:

- Manage and maintain the corporations' accounting system and ensure all entries are posted to the system with a high level of accuracy.
- Review and ensure timely preparation of financial reports, preparation of periodic and annual financial statements and regulatory reports.
- Perform continuous review of the corporations' cash flow and forecasts for liquidity management.
- Assist in the preparation of corporations' budgets and monitoring expenditures against budgets.
- Ensuring that all record-keeping and accounting and reporting processes are completed in accordance with generally accepted accounting principles (GAAP).
- Ensure enforcement of the corporations' financial policies and standard operating procedures.
- Enforce appropriate internal controls and develop procedures to ensure effective accounting and control functions.
- Compile and review all documentation for corporations' Internal and External audits.
- Provide support for ad hoc requests as required by the Management.

Requirements:

- Minimum MQA level 7 qualification in Accounting or Finance.
- Minimum MQA level 5 qualification with 5 years of professional experience in the accounting field.

Preferred:

- Membership of a professional accountancy body.
- Professional experience in application of international standards as an accountant and expert proficiency in using accounting software.

Other Competencies required:

- Thorough knowledge of generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS).

- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal and communication skills.
- Experience in the banking or financial services industry will be an advantage.

Remuneration Package:

- Gross pay between MVR 19,500 – MVR 20,500 depending on the Qualification and Experience.

Other benefits:

- Health Insurance as per company policy.
- Training and development opportunities.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts. (**International certificates must be accredited by MQA**).
- Reference letters from current/ previous employers certifying type of employment, job roles, and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-senior-finance-officer1> before **09th February 2023, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for the interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00pm via phone at 3026016 / 3026018 or email to careers@sdfc.mv