Post: Senior Officer, Accounting

Reporting Relationship: Head of Finance

Gross Salary: MVR 16,245.00 - MVR 18,000.00

RESPONSIBILITIES AND DELIVERABLES

1. **General Ledger Operations:**
   - Prepare and post appropriate journal entries including reversal journal entries.
   - Periodically close general ledger accounts in accordance with company policies and procedures and executing year-end closing of accounts.
   - Perform periodical account analysis to ensure all the entries and account balances are correct.
   - Investigate and correct accounting errors.
   - Maintain tax calculation sheets such as capital allowance and deferred tax assets and liabilities.
   - Maintain and update the chart of accounts to ensure accurate and efficient accounting processes.
   - Prepare financial statements, including required notes, in accordance with IFRS.
   - Produce and distribute financial statements to various stakeholders, including management, Audit & Risk committee, Board, PCB.
   - Manage the external audit function from the company side, including coordinating audit schedules and activities, preparing, and reviewing audit reports, and ensuring compliance with audit recommendations.
   - Maintain, reconcile and update fixed asset records, implement policies, conduct audits, ensure compliance, and manage disposals and retirements.
   - Develop necessary Policies and Procedures of the department.

2. **Ad Hoc:**
   Assist with any other work assigned by the Head of Department from time-to-time.

EMPLOYEE SPECIFICATION

- MQA level 7 or above qualification in Accounting / Finance or any other relevant field with 1 – 4 years of overall experience in relevant field OR
- Fully or partly qualified in a professional accounting certificate such as ACCA, CIMA or CPA.

OTHER COMPETENCIES

- Should be able to communicate fluently in Dhivehi and English.
- Proficiency in Microsoft Office, especially Excel, will be an added advantage.
- Proficiency in accounting information system.
- Familiar with QuickBooks and Business Central will be an added advantage.