

Advertisement No: MFMC/I/2023/8

Finance Executive Description of Services

1. Scope of work

The main responsibility of Finance Executive is providing support to the Finance Manager in managing the financial operations of Maldives Fund Management Corporation (MFMC). The successful candidate filling this position is expected to handle the financial analysis of projects undertaken by the Corporation in addition to day-to-day accounting and financial management, reporting of the corporation.

2. Specific responsibility

- 2.1 General accounting tasks, including reconciling and maintaining general ledger accounts, preparing monthly closing, financial reports and prepare bank reconciliations
- 2.2 Perform financial forecast and analysis of developmental projects
- 2.3 Oversee the validation and verification of transactions and review impact on the financial statements of the company and subsidiaries
- 2.4 Review financial paperwork and procedures, provide recommendations
- 2.5 Preparation and management of the company's annual budget, prepare periodical analysis of budget performance and management of company's cashflow
- 2.6 Ensure completeness all company's financial records with required supporting documentations
- 2.7 Assist in designing, implementing, and maintaining audit-compliant internal financial controls
- 2.8 Prepare periodic financial reports as required by management and governing bodies that are in compliance International Financial Reporting Standards and applicable regulatory frameworks
- 2.9 Assist in formulating and implementing policies and procedures required for Finance Division
- 2.10 Assist and coordinate with external and internal audit of the company and ensure timely follow up to audit observations and recommendations
- 2.11 Identify and provide feedback and suggestions to management related to improvement of policies, procedures, processes, and financial systems
- 2.12 As the parent company of the group, assist in reviewing financial forecasts and reporting of subsidiaries
- 2.13 Perform other related duties as and when assigned by the company, in line with relevant laws and regulations

3. Requirements:

- 3.1 Degree in Accounting and Finance, related field or other equivalent qualification
- 3.2 Familiarity in usage of accounting software such as Quickbooks
- 3.3 Minimum 3 years work experience in the field of accounting and finance
- 3.4 Knowledge of International Financial Reporting Standards
- 3.5 Proficient in usage of excel functions to perform required tasks

3. Preferred Skills:

- 4.1 Results oriented and proactive, with excellent written and oral communication skills
- 4.2 Ability to organize, plan and prioritize tasks
- 4.3 Good decision making and problem-solving skills
- 4.4 Attention to detail and accuracy in work performance
- 4.5 Willing to work in a team, be flexible to emerging and changing conditions, and undertake initiative in their broad field of actions.

Remuneration: MVR 20,000 + (negotiable based on qualification and experience)

Interested candidates, please email to HR@mfmc.mv, the following listed documents;

- a) CV
- b) Accredited Certificate Copies and Transcript
- c) O' Level and A' Level Certificates Copies
- d) Reference Letter(s)
- e) ID Copy