

Post: Manager, Finance

Reporting Relationship: Chief of Finance

Gross Salary: MVR 31,103

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

Accounting

- Develop and maintain financial policies and standard operating procedures to ensure effective and efficient management of accounting and finance function of the company.
- Oversee the company's accounting functions, including accounts payable and receivable, general ledger, and financial reporting.
- Ensure accurate and timely recording of financial transactions and compliance with International Financial Reporting Standards and other financial regulations.
- Establishing and maintaining adequate financial reporting system for the corporation.
- Manage relationships with external auditors, tax authorities, and other financial stakeholders.

Financial Management

- Manage the organization's financial operations, including budgeting, forecasting, cash flow management, and financial reporting.
- Identify and implement cost-saving measures and opportunities to optimize the use of financial resources.
- Provide financial reports and analysis to senior management and other stakeholders to support decision-making processes.

Financial Analysis

- Analyze financial data to identify trends, patterns, and insights into the organization's financial performance.
- Ensuring robust financial planning, monitoring, and reporting to the senior management to enable decision making.
- Conduct financial modeling and scenario analysis to support decision-making processes.
- Identify and recommend opportunities to improve financial performance and profitability.
- Working with other departments to identify and execute the most optimum financing solutions, preparation of project proposals and comprehensive feasibility studies.

- Performing development feasibility studies, creating written project documents, and seeking potential development opportunities in various locations.

Treasury Management

- Manage the organization's cash flow, including forecasting cash needs, monitoring cash balances, and managing cash disbursements and receipts.
- Develop and implement cash management policies and procedures to ensure efficient and effective use of cash resources.
- Identify and recommend opportunities to optimize cash management.

Risk Management & compliance

- Identify, assess, monitor, and mitigate the risks of the department.
- Monitor and report on financial risks to the relevant department.
- Maintaining a schedule of FDC's financial obligations and ensuring that these obligations are met on time.

Leadership

- Lead the finance team, providing guidance and support to team members.
- Foster a culture of continuous improvement and development within the team.
- Manage the performance of team members, providing regular feedback and coaching.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

- MQA level 7 qualification in Accounting and Finance or any other relevant field with minimum 8 years of experience in relevant field.
- MQA level 9 qualification in Accounting and Finance or any other relevant field with minimum 6 years of experience in relevant field

SKILLS AND COMPETENCIES:

- Experience with office management software such as MS Office (MS Excel and MS Word) and QuickBooks.
- Excellent written and verbal communication skills in both Dhivehi and English.
- Outstanding quantitative skills, problem-solving and decision-making skills with excellent analytical, interpersonal, presentation and written and verbal communication skills.
- Able to multi-task and manage numerous concurrent projects and activities.
- Able to work independently, be reliable and organized.
- Must have excellent problem-solving and decision-making skills.