



## **Assistant Manager, Finance – Terms of Reference**

### **Introduction**

Business Center 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 Centers (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.

### **Scope of work**

The Assistant Manager, Finance will be assisting the work of the Finance and Investment Division under the supervision of the Financial Controller.

### **Responsibilities and scope of work**

Below are the key roles and responsibilities of the Assistant Manager, Finance. This position requires good communication with the Financial Controller on day-to-day matters.

- Providing financial, accounting, and administrative support to ensure full compliance with the Company's financial policies and SOPs.
- Preparing and receiving payments and maintaining proper records of these transactions on a regular basis.
- Creating, sending, and following up on invoices and/or receivables.

- Recording and/or assisting in recording the daily receipts and payments into the accounting system.
- Assist in maintaining a proper filing system for the financial records and ensuring accuracy of entries and recording of receipts and payments.
- Assisting in conducting regular reconciliation of the general ledger accounts.
- Assisting the Division in updating the cash book and ledgers on a day-to-day basis.
- Providing administrative support during annual budget preparation.
- Providing assistance in annual and ad-hoc audits.
- Assisting with the preparation of periodic financial reports and statistics.
- Carry out other works as may be required by the Division from time to time.

### **Qualification and experience**

- Bachelor's Degree in Accounting and Finance or a relevant professional qualification.
- Two years relevant work experience
- Experience in a similar role would be an added advantage.
- Knowledge of IFRS is desirable.
- Ability to work under pressure, meet conflicting demands and meet tight deadlines for unpredicted or unplanned tasks.
- Excellent analytical and business decision making

### **Key Competencies**

- Good mathematical skills
- Strong attention to detail
- Critical thinking
- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics

### **Reporting**

The successful candidate will report to the Financial Controller to a staff assigned by the Financial Controller on a day-to-day basis.

### **Contract duration**

This is a full-time job, from the date of contract signing with 3 months' probation.

### **Remuneration**

This position will be paid a fixed remuneration of MVR 14,000.00 per month.

### **Working hours**

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