

# Join the Leading Insurer of the Maldives.

## SENIOR ACCOUNTS OFFICER – REPORTING AND ASSURANCE

*Position Type: Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)*

### REQUIREMENTS

- ACCA Skills level or other similar accounting qualification
- Minimum 2 years of work experience in Accounting field
- Computer skills with knowledge of MS Office Applications (preferably in data and financial evaluation and analytical skills)
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Analytic thinking leadership and problem-solving skills
- A team player, able to work independently and adhere to tight reporting deadlines
- Pleasant personality

### RESPONSIBILITIES

- Ensure timely preparation of financial and management accounts and reports.
- Coordinate the Internal and External Audits and ensure completion of the audits in a timely manner.
- Computation of relevant tax and ensure tax compliance.
- Ensure proper record keeping and compliance with relevant accounting standards and SOPs.
- Preparation of regulatory reports

### REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Takaful Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.  
Allied Building, 3rd Floor, Chaandhanee Magu,  
Male', 20156,  
Maldives

☎ 1600  
☎ 332 5035  
✉ [jobs@allied.mv](mailto:jobs@allied.mv)  
🌐 [www.allied.mv](http://www.allied.mv)

- Application form is available at our website
- Applications with:
  - inaccurate information,
  - incomplete application form
  - missing other required documents such as CV, letters will be disqualified

Please apply on or before 11 May 2023 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information [Call us at 1600](tel:1600)  
(All prospective employees must pass a background check)