

TERMS OF REFERENCE

Post: Officer, Accounts

Reporting relationship: Manager, Finance

Gross Salary: MVR 10,834.00

KEY RESPONSIBILITIES:

1. Executing all processes related to payables and receivables.
2. Creating and processing invoices.
3. Cross-checking invoices against payments and expenses and ensuring they are correctly entered/posted into the proper ledger accounts and the Accounting System.
4. Prepare and perform Check run.
5. Resolve Invoice discrepancies.
6. Ensuring that all receivables and payments are made on a timely manner according to FDC's policies and procedures.
7. Ensure compliance with tax rulings, regulations, and laws in making/receiving payments.
8. Ensuring that all documentation is fulfilled prior to executing/receiving payments.
9. Preparation and filing of payment vouchers and receivables and maintenance of all relevant information/documents in both digital and physical form (where appropriate), in accordance with FDC's policies and procedures.

REQUIREMENTS

1. MQA level 5 or above qualification in Accounting / Finance or any other relevant field with at least 1 year of overall experience in relevant field.
OR;
2. MQA level 4 or equivalent qualification in Accounting/Finance or any other relevant field with minimum 5 years overall experience in relevant field.

Skills and Competencies

1. Should be able to communicate fluently in Dhivehi and English
2. Proficiency in Microsoft Office, especially Excel will be an added advantage
3. Proficiency in accounting information system