

Join the **Leading Insurer** of the Maldives.

ACCOUNTS ASSISTANT – ACCOUNTS RECEIVABLE

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

- IGCSE O' Level 05 passes or Edexcel Int. A' Level 02 passes including Accounts (Grade C and above)
- Previous work experience will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

RESPONSIBILITIES

- Analyze, manage, and update credit approval requests
- Communicate with customers and brokers regarding outstanding, recover dues, and escalate overdue accounts as per Company policies and procedures
- Reconcile and maintain customer account statements
- Liaise with relevant Departments on issues related to Credit Control functions and facilitate smooth processing of Receivables dependent functions
- Prepare, create accounting entries related to Accounts Receivables
- Prepare/update schedules for monthly financial closing, year-end financial closing, and various reporting requirements

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance 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, Chaandhane Magu,
Male', 20156,
Maldives

1600
332 5035
jobs@allied.mv
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 21 June 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)

