

Join the Leading Insurer of the Maldives.

ACCOUNTS ASSISTANT– 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

- 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

MAIN RESPONSIBILITIES

- Checking daily sales reports and create/post accounting entries in the system
- Checking monthly reinsurance calculations, claims reports and create/post accounting entries in the system
- Monitoring aging reports of reinsurers/brokers and send reminders to relevant parties for clearing the outstanding
- Preparing debit notes
- Preparing reports required for regulatory requirements
- Prepare/update monthly schedules for financial closing

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 3 August 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)



Allied Insurance Company



Professional Development



Trainee Development - Platinum