



We're **HIRING**

Assistant Officer, Accounts
Finance Department/Cash Management

No. of Vacancy: 2

Qualifications:

- J Minimum 3 'C' passes or above in O' Level including mathematics and English.
- J Able to work on shift duty
- J Proficient in computer usage and MS office application
- J Proficient in verbal and written communication (both English and Dhivehi)

Responsibilities:

- Z Collection of cash from customer and issuing the receipt.
- Z Checking for proper documents in relation to cash and credit transactions before
- Z issuing the receipt.
- Z Ensure that all required charges are collected at collect rates.
- Z Prepare daily cash collection reports.
- Z Safe guard the cashier cabin and stop unnecessary staffs entering the cabin.
- Z Attending various audit queries and ensure that full compliance to required presentation in time.

Assistant Officer, Accounts
Finance Department/Accounts Receivable

No. of Vacancy: 1

Qualifications:

- J Minimum 3 'C' passes or above in O' Level including Accounts and English.
- J Proficient in computer usage and MS office application
- J Proficient in verbal and written communication (both English and Dhivehi)

Responsibilities:

- Z Checking the information sent by operations department for aero billing and ensures the correct data is used for billing.
- Z Dispatching and e-mailing the invoices to the customer on time.
- Z Preparing the Aero advance customer statements, to track the billing and balance.
- Z Maintaining Invoice Register and reconcile monthly with General Ledger.

DEADLINE: 12th December 2018 - 1600HRS

Interested Candidates, please send in your Job Application Form to Corporate Office, Maldives Airports Company LTD.

Maldives Airports Company Limited
Corporate Office
Velana International Airport
Hulhule' 22000,
Republic of Maldives

Note: ONLY Short listed candidates will be notified.
For further information please do not be hesitated to contact us

Email: recruitment@macl.aero Contact: 3325511

Job application form will be available at www.macl.aero

36



18