



TERMS OF REFERENCE

Post: Officer, Accounts

Reporting relationship: Manager, Finance

Employment Type: Contract

Gross Salary: MVR 12,038.00

RESPONSIBILITIES AND DELIVERABLES

1. General Ledger Operations:

- Prepare and post appropriate journal entries including reversal journal entries.
- Periodically close general ledger accounts in accordance with company policy and procedures and executing year-end closing of accounts.
- Investigate and correct accounting errors.
- Maintain and update the chart of accounts to ensure accurate and efficient accounting process.
- Prepare financial statement, including required notes, in accordance with IFRS.
- Produce and distribute financial statements to various stakeholders, including management, Audit & Risk Committee, Board, PCB.
- Maintain, reconcile, and update fixed asset records, implement policies, conduct audits, ensure compliance, and manage disposals and retirements.
- Develop necessary policies and procedures of the department.
- Manage external audit function from company side, including coordinating audit schedules and activities, preparing, and reviewing audit reports, and ensuring compliance with audit recommendations.

2. Ad Hoc:

- Assist with any other work assigned by the Head of Department from time-to-time.

REQUIREMENTS

1. MQA level 7 or 8 qualification in Accounting / Finance or any other relevant field with at least 1 year of overall experience in relevant field.
OR;
2. MQA level 5 or 6 qualification in Accounting/Finance or any other relevant field with minimum 3 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