



TERMS OF REFERENCE

Post: Officer, Accounts

Reporting relationship: Manager, Finance

Employment Type: Contract

Gross Salary: MVR 12,038.00

RESPONSIBILITIES AND DELIVERABLES

1. Executing all processes related to receivables and collection.
2. Preparing and processing customer statements, invoices, and reminder notices.
3. Cross-checking invoices against receivables ensuring they are correctly entered/posted into the proper ledger accounts and the Accounting System.
4. Prepare and perform Check run.
5. Resolve customer accounts and invoice discrepancies.
6. Ensuring that all receivables and collections are made on a timely manner according to FDC's policies and procedures.
7. Ensure compliance with tax rulings, regulations, and laws in receiving payments.
8. Ensuring that all documentation is fulfilled prior to receiving payments.
9. Preparation and filing of receivables and collections and maintenance of all relevant information/documents in both digital and physical form (where appropriate), in accordance with FDC's policies and procedures.
10. Maintain accuracy of accounts receivable journal and ledger.
11. Update and maintain SOP's and policies of receivables and collections in accordance with IFRS and FDC's policies.

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 systems such as Microsoft Business Central will be an added advantage.