

Join the Leading Insurer of the Maldives.

SENIOR ACCOUNTS OFFICER – ACCOUNTS PAYABLE

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

- ACCA Skills level or bachelor's degree in accounting or other similar accounting qualification
- Minimum 2 years of work experience in Accounting field
- Computer skills with knowledge of MS Office Applications (preferably in data and financial evaluation and analytical skills)
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Analytic thinking leadership and problem-solving skills
- A team player, able to work independently and adhere to tight reporting deadlines
- Pleasant personality

RESPONSIBILITIES

- Ensure vendor accounts are settled as per relevant Policies and Procedures.
- Review and propose changes to policies, procedures and SOP related to Accounts Payable.
- Review/post accounting entries related to Accounts Payables for monthly financials and review monthly schedules.
- Updating and reviewing Fixed Asset Register in Accounting System.
- Assist in preparation of annual budgets, audits and other reports related to Accounts Payable.
- Review AP aging reports on a timely manner and direct/take necessary action to clear aged items.
- Prepare/review and settle relevant taxes.
- Guide and mentor subordinates to ensure established KPIs are achieved

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Takaful 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 12 November 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