



Senior Officer, Accounts & Finance– Terms of Reference

Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

Scope of work

The Senior Officer will be assisting the work of the Accounts and Finance Division under the supervision of the Financial Controller.

Responsibilities and scope of work

Below are the key roles and responsibilities of the Senior Officer. This position requires good communication with the team on day-to-day matters.

- Collect cash from BCC's outlets daily and make arrangements to deposit the following day.
- Deposit the money collected from outlets to banks.
- Reconcile the cash collected and ensure accuracy.
- Staff will be required to travel BCC's outlets to collect cash.

- Providing financial, accounting, and administrative support to ensure full compliance with the Company's financial policies and SOPs.
- Creating, sending, and following up on invoices and/or receivables.
- Recording and/or assisting in recording the daily receipts and payments into the accounting system.
- Assist in maintaining a proper filing system for the financial records and ensuring accuracy of entries and recording of receipts and payments.
- Assisting in conducting regular reconciliation of the general ledger accounts.
- Assisting the Division in updating the cash book and ledgers on a day-to-day basis.
- Providing assistance in annual and ad-hoc audits.
- Assisting with the preparation of periodic financial reports and statistics.
- Carry out other work as may be required by the Division from time to time.

Key Competencies

- Good mathematical skills
- Strong attention to detail
- Critical thinking
- Work confidently, proactively, and independently, whilst having strong time management and organizational skills to be able to meet deadlines.
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics

Reporting

The successful candidate will report to the Financial Controller or to a staff assigned by the Financial Controller on a day-to-day basis.

Contract duration

This is a full-time job, from the date of contract signing with 3 months' probation.

Working hours

- 8:00am - 4:00pm weekdays with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC premises during official working hours.