

## ACCOUNTS ASSISTANT – REPORTING & ASSURANCE

### REQUIREMENTS

- IGCSE/GCE O'Level 05 passes or Edexcel Int./GCE A'Level 02 passes including Accounts (Grade C and above)
- Previous work experience will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

### MAIN RESPONSIBILITIES

- Checking daily sales reports and create/post accounting entries in the system
- Checking monthly reinsurance calculations, claims reports and create/post accounting entries in the system
- Monitoring aging reports of reinsurers/brokers and send reminders to relevant parties for clearing the outstanding
- Preparing debit notes
- Preparing reports required for regulatory requirements
- Prepare/update monthly schedules for financial closing

### REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates, please apply online by visiting our website; [www.allied.mv/jobs](http://www.allied.mv/jobs)

**Please apply on or before 30 January 2024 — 15:30 hrs.**

Only shortlisted candidates will be called for interview and for more information call us at 1600  
(All prospective employees must pass a background check)