

Terms of Reference for Finance Officer

Post: Finance officer

Post Type: Full time

Reporting relationship: Reporting to the Finance Manager

Key tasks, responsibilities and deliverables:

- Preparing of financial and regulatory reports
- Ensuring financial transactions are properly authorized, recorded and have adequate supporting documentation
- Monitor budgets, expenditures, recoveries and loan disbursements
- Preparing of reports required by the Management
- Perform all bank account reconciliation of the Corporation
- Manage disbursement of loans provided to the customers of SDFC
- Manage collection of loan repayments by customers of SDFC
- Processing of payment and accounting for products, services and contracts of the Corporation
- Manage cash flow and prepare cash flow forecasts on a regular basis
- Establish and maintain financial filing system
- Assist the Finance Manager in reviewing existing policies and establishing new policies and procedures
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable and petty cash
- Provide advice to the Finance Manager in developing appropriate financial manual and other relevant SOPs that are required for operations of the Corporation
- Contribute to the formulation of the annual budget including revenue forecast, disbursement requirements and expenditure requirements
- Carry out any other work as may be required by the Management

Requirements

- MQA level 7 qualification in Accounting or part qualified ACCA, CIMA, or CPA (professional qualification)
- Minimum 2 year of professional experience in accounting field
- Experience in banking/financial sector will be an added advantage
- Should be familiar with international financial reporting standards
- Should be a proficient user of MS Office software package
- Strong analytical, problem-solving and decision-making skills
- Excellent interpersonal and communication skills

Remuneration package

- Gross pay between MVR 14,000 – MVR 16,500

Working Hours

- The selected applicant will be required to work from 0800 to 1600 on weekdays.