

Terms of Reference

1. Introduction

Post: Officer, Finance

Type: Permanent

Department: Finance

2. Remuneration

Basic Salary: MVR 5150

Attendance Allowance: 35% of Basic Salary

Service Allowance: 45% of Basic Salary

Overtime: 20% of Basic Salary

3. Position Overview

The Officer Procurement is a key position supporting the Head of Finance in processing payments and financial transactions to suppliers and keeping track of all payments and expenditures, including payroll, purchase orders, invoices, etc.

4. Reporting Relationship and Communication

The Officer, Finance will report directly to the Assistant Director, providing regular updates on ongoing accounts payable activities, challenges, and achievements.

5. Key Responsibilities

Under the directions and guidance of the Assistant Director, the officer, finance will lead the accounts payable activities in undertaking the following responsibilities.

- Entering invoices into the accounts payable system.
- Checking and verifying invoices and relevant documents.
- Preparing payment vouchers for payment.
- Processing payments
- Performing other ad hoc tasks as required by their supervisor.

6. Education and Experience

- A'Level 3 passes including Accounting.

OR

- O'Level 5 passes including Accounting with two years of work experience in related field.

7. Skills and Competencies

- Familiarity with accounts payable processes.
 - Excellent communication, interpersonal and conflict resolution skills.
 - Excellent organizational skills and attention to detail.
 - Strong analytical and problem-solving skills.
 - Skill in fostering collaboration among diverse teams.
 - Proficient with Microsoft Office Suite and Microsoft Dynamics.
 - Fluency in written and spoken Dhivehi and English language is essential.
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