

## Terms of Reference

### 1. Introduction

**Post:** Senior Officer, Finance

**Type:** Permanent

**Department:** Finance

### 2. Remuneration

**Basic Salary:** MVR 6150

**Attendance Allowance:** 35% of Basic Salary

**Service Allowance:** 45% of Basic Salary

**Overtime:** 20% of Basic Salary

### 3. Position Overview

The Senior Officer, Finance 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 Senior 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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