

Join the Leading Insurer of the Maldives.

ACCOUNTS ASSISTANT – PLANNING & INVESTMENTS

Position Type: Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)

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

- Assist in Preparation of management, strategic and regulatory reports and relevant documents for management and other stakeholders
- Assist in Preparation of cashflow forecasts and manage investment strategies.
- Research and preparation of investment proposals and other relevant documents to the Investment Committee.
- Liaising with auditors and providing required documents for audits
- Assist in Preparation of relevant policies and procedures
- Ensure timely completion of relevant schedules/reconciliations.
- Post entries related to financial planning and investments into accounting system within the established deadlines

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.jobs.allied.mv/job

Please apply on or before 24 July 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)



Allied Insurance Company



Professional Development



Trainee Development - Platinum