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of the Maldives.

## ACCOUNTS ASSISTANT – ACCOUNTS & FINANCE Vacancies: 01

*Position Type: Temporary (Contract term of 6 (six) months)*

### 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

### MAIN RESPONSIBILITIES

- Assist in physical verification of fixed assets
- Scanning, filing and sending out details of settlements to vendors / policyholders
- Preparing schedules and reconciling assigned general ledger accounts on time
- Assist in preparing and reconciling assigned accounts for company's audits
- Assist in the preparation of monthly, quarterly and annual financial reports

### REMUNERATION

- Attractive salary based on qualification and experience

Interested candidates, please apply online by visiting our website; <https://jobs.allied.mv/job>

**Please apply on or before 20 August 2024 — 13:00 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)