

Join the **Leading Insurer** of the Maldives.

ACCOUNTS ASSISTANT – ACCOUNTS RECEIVABLE

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

- Analyze, manage, and update credit approval requests
- Communicate with customers and brokers regarding outstanding, recover dues, and escalate overdue accounts as per Company policies and procedures
- Reconcile and maintain customer account statements
- Laisse with relevant Departments in issues related to Credit Control functions and facilitate smooth processing of Receivables dependent functions
- Prepare, create accounting entries related to Accounts Receivables
- Prepare/update schedules for monthly financial closing, year-end financial closing, and various reporting requirements

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; <https://jobs.allied.mv/job>

Please apply on or before 16 September 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)

