

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

## **Terms of Reference**

**Post:** Manager, Financial Reporting

**Post Type:** Permanent

(Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance upon successful completion of one year.)

**Department:** Financial Reporting

**Division:** Finance Division

### **Reporting Relationships**

The Manager, Financial reporting will report to the Director, Finance and is expected to work closely with staff of the Finance Division.

### **Overall Responsibilities**

The Manager, Financial Reporting will be responsible for the daily tasks carried out by the Financial Reporting Department ensuring that all required functions are completed on time and the timely preparation of the required reporting. The Manager, Financial reporting will also assist the Director, Finance in managing the department while guiding and assisting other team members.

### **Specific Duties**

- Lead the Financial Reporting Department to ensure timely completion of departmental Objectives and Key Results (OKRs) and initiatives.
- Preparation, implementation and review of policies and procedures related to the department.
- Supervise and approve all bank account reconciliations, including petty cash, advances, and other relevant accounts.



---

Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhane Magu, Male', Maldives

[www.pension.gov.mv](http://www.pension.gov.mv)

[/pensionoffice](https://www.facebook.com/pensionoffice)

1441

+960 3309908

[info@pension.gov.mv](mailto:info@pension.gov.mv)

- Ensure timely completion of external audits for both the Maldives Retirement Pension Scheme (MRPS) and the Pension Office.
- Oversee the preparation and submission of monthly external financial reports.
- Ensure that all changes to the Chart of Accounts are reviewed and approved by the Chief Financial Officer (CFO).
- Identify and develop areas of analysis focusing on financial performance, trends, variances, and opportunities for improvement.
- Conduct research on newly applicable International Financial Reporting Standards and review relevant standards as needed.
- Monitor and administer the overall Enterprise Resource Planning (ERP) system to ensure proper functionality and control.
- Ensure timely record of transactions in MRPS and Pension Office in the ERP system with timely reconciliation and monthly system closure.
- Develop and implement policies and procedures to enhance the efficiency and effectiveness of accounting and control functions.
- Maintain and update departmental scorecards to track performance and progress.
- Finalize the preparation of interim and annual financial statements for MRPS and the Pension Office.
- Serve as the primary liaison with external auditors, providing necessary reports and documentation for audits.
- Guide and support the team in developing their skills, enhancing efficiency, and planning for succession within the department.
- Oversee and direct team functions, ensuring alignment with department objectives.
- Ensure that accounting policies and procedures comply with international best practices, as well as relevant laws, regulations, and organizational policies.
- Regularly review, update, and maintain departmental policies and procedures to reflect current standards and practices.
- Assist the Director of Finance and the CFO in planning and executing the department's work plan and meeting assigned objectives.
- Undertake any other tasks or responsibilities assigned by the Director of Finance or the CFO.




---

Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhane Magu, Male', Maldives

🌐 [www.pension.gov.mv](http://www.pension.gov.mv)

📘 /pensionoffice

☎ 1441

☎ +960 3309908

✉ [info@pension.gov.mv](mailto:info@pension.gov.mv)

## Minimum Qualifications and Work Experience

- A Bachelor's degree of equivalent professional qualification (MNQF level 7) in the field of accounting, finance or investment, or completion of a professional accounting certification (Professional Level).
- A minimum of 4 years of professional work experience in a similar role or in a related field, with at least 2 years of work experience at managerial level.

OR

- A Master's degree or equivalent professional qualification (MNQF level 9) in the field of accounting, finance or investment, or membership in a professional accounting body.
- A minimum of 2 years of professional work at the managerial level in a similar role or in a related field.

## Desired Skills and Competencies

- Proficient working knowledge with proven experience in the preparation of financial statements and other management accounting.
- Strong understanding of the International Financial Reporting Standards.
- Proficient working knowledge of Microsoft Dynamics and other generally used accounting software.
- Excellent and effective communication skills, including the ability to prepare technical or financial analysis and reports; and deliver presentations, making and defending recommendations.
- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent analytical and quantitative skills with computer proficiency.



---

Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhane Magu, Male', Maldives

🌐 [www.pension.gov.mv](http://www.pension.gov.mv)

📘 /pensionoffice

☎ 1441

📞 +960 3309908

✉ [info@pension.gov.mv](mailto:info@pension.gov.mv)

- Ability to lead and manage a team and maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Ability to deliver before deadlines in the face of challenging obstacles.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Strong capacity to think in a logical and process-oriented manner.
- Should be able to work independently, positively and constructively.

-----

