

Job Description
Senior Administration and Finance Officer
Business Center Corporation

The Business Center Corporation (BCC) is state owned enterprise established by the Government of Maldives. It is the legal vehicle mandated for the operations and management of the 7 Regional Business Centers (BC), established as per the SME Act (2013) and would be steering the governments' SME support efforts and provide support in the development of the SME sector, under the overall direction of the responsible Ministry of Economic Development.

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Senior Administration and Finance officer, under the guidance of Financial Controller, will carry out the following key tasks:

1. Maintain staff attendance including recording of staff leave
2. Prepare annual leave plan
3. Check monthly attendance sheets to ensure leaves are recorded as approved the respective supervisor
4. Ensure monthly attendance sheets of regional Business Center staff are received on a timely manner to process payment.
5. Be responsible for day to day correspondence / information sharing
6. Organize meetings and act as the secretary to meeting, prepare minutes and signing.
7. Carry out procurement activities including preparing bidding documents / evaluation / tender / drafting contracts
8. Assist staff in arranging logistics to various locations
9. Design and maintain proper filing and administrative system for the documents and keep an updated Masterfile.
10. Maintain record of all agreements and contracts of BCC
11. Be actively involved in recruitment of Staff for BCC by posting announcement and managing the hiring process.
12. Maintain employee records according to policy and legal requirements
13. Ensure all financial transactions are in order; manage records, file invoices, payment vouchers, receipts, delivery orders and contracts
14. Carry out procurement procedures including preparing request forms, collecting quotation and preparing purchase orders
15. Ensure all payments to invoices are made on time
16. Assist the Accounts in keeping track of all contracts entered into with SME's and ensure that payments and repayments are made on time
17. Prepare monthly payroll and ensure salary is paid on time to all staff
18. Process travel requests and collect travel reports
19. Assist in managing inventory and all assets of the organization
20. Provide receptionist services including answering SME related calls and inquiries
21. Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor

REQUIREMENTS

- A Degree in Accounting and finance (CIMA or ACCA equivalent), business management, economics, development or related field.
- Familiarity with Maldives trade, economic development and private sector development context.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi.
- Excellent communication and interpersonal skills
- Preference will be given to candidates with experience in related field

REMUNERATION PACKAGE

The total remuneration package will be MVR 13000.