

**JOB VACANCY**

HDC (161)-HR/IU/2019/156  
17<sup>th</sup> November 2019

**Assistant Lease Officer  
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. A 'Level 3 Passes **OR**
2. O 'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field
3. Prefer Certificate/Advance Certificate in Accounting/Finance field

**OVERALL SCOPE**

Recording and Reconciliation of leased properties.

**SCOPE OF WORK**

- Co-ordinate with other relevant staff and maintain up to date records of leased properties & revenue receivable properties other than loan customers (i.e. Invoicing, monthly reconciliation, Payment details and data base).
- Pass journal entries, reconcile customer's payment details and prepare customers statements and send to customers on a regular basis.
- Prepare necessary schedules related to lease customers.
- Reconcile, Close Accounting & prepare & send invoices / statements to customers on regular basis to ensure all lease are completely updated and reconciled in system and it is fully functioned.
- Follow up on rent revision and make necessary changes.
- Prepare and send customers due details to Debt collection unit on month basis and coordinate with Debt collection unit for recovery and update customer records.
- Coordinate with customers on a daily basis to resolve issues
- Manages day-to-day operations of leasing and ensure maximum optimization of resources.
- Assist with financial and Audits and preparation of required schedules.
- Performs other tasks as assigned.

**JOB SKILLS AND SPECIFICATIONS**

- Familiar with accounting software's.
- Should be familiar with Microsoft office applications specially spread sheet.
- Should be an effective communicator verbally as well as through writing skills.
- Should be familiar in loan management.
- Should be able to work as an individual and as a flexible team player.

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,000.00 based on qualification and experience.

**Application Address**

Housing Development Corporation Ltd.

HDC Building

Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: [hr@hdc.com.mv](mailto:hr@hdc.com.mv)

Website: [www.hdc.com.mv](http://www.hdc.com.mv)

**Application Process:**

Download ([www.hdc.com.mv](http://www.hdc.com.mv)) or pick up an Application Form from our offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** and ID card or Driver's License copy

**Application Deadline:**

**Date: 21<sup>st</sup> November 2019 (Thursday)**

**Time: 14:00hrs**