

Terms of Reference

Post: Finance Officer

Vacancies: 1

Post Type: Full time

Reporting relationship: Reporting to the Finance Manager

Key tasks, Responsibilities and Deliverables:

- Ensuring financial transactions are properly authorized, recorded and have adequate supporting documentation
- Monitor budgets, expenditures, recoveries and loan disbursements
- Manage disbursement and collection of credit facilities provided to the customers of SDFC
- Processing of payment and accounting for products, services and contracts of the Corporation
- Contribute to the formulation of the annual budget including revenue forecast, disbursement requirements and expenditure requirements
- Supervise and review sanction letters, mortgage agreements and charge documents prepared following approval of a credit facility and obtaining necessary signatures
- Obtain all the required documents and complete mortgage formalities prior to disbursing the loan
- Attend Civil Court for Mortgage Agreement registration
- Maintaining the safe-in documents in a proper manner
- Update and maintain the customer files, registers and any other files related to credit facilities in a proper manner
- Check loan inputs and necessary posting entries to the relevant accounts
- Maintain detailed records of all transactions and submit the required periodic detailed reports
- Carry out project inspections and review visits
- Carry out any other work as may be required by the Management

Requirements

- Minimum MQA level 7 qualification in Business or Finance or part qualified finance professional qualification
- Minimum 2 year of professional experience in accounting field
- Experience in banking/financial sector will be an added advantage
- Should be a proficient user of MS Office software package
- Strong analytical, problem-solving and decision-making skills
- Excellent interpersonal and communication skills

Remuneration package

- Gross pay between MVR 14,000 – MVR 15,500 depending on the Qualification and Experience

Working Hours

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two non-related referees should be mailed to (info@sdfc.mv) or submitted before 26th November 2019 to the address below. Only short-listed candidates will be notified.