

**JOB VACANCY**

HDC(161)-HR/IU/2020/3  
08<sup>th</sup> January 2020

**Assistant Cashier**  
**Accounting and Finance Department**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 passes (**OR**)
2. O'Level 5 passes (Including Dhivehi & English)
3. Experience in Accounting and Finance field such as Cash Handling or Cash Management and PC based software applications will be an added advantage.

**OVERALL SCOPE**

Assist in Cash Management of the Corporation.

**SCOPE OF WORK**

- Represent HDC to clients in a courteous and professional manner.
- Shall work in cash counter as cashier and handle collection of cash cheques on daily basis.
- Provide prompt, efficient and accurate service in processing requests and transactions.
- Determine clients' online and cash management needs, explain various services offered by HDC, and process applications related to cash management, online banking, and merchant services.
- Monitor collection activities through HDC email.
- Analyze, prepare and present analyzed Individual account statements.
- Resolve client complaints and inquiries; maintain contact with clients through telephone or writing, as required.
- Ensure daily collection is Banked and Proper security is maintained.
- Complete reports related to banking transactions; Bank Reconciliation, Daily Report for Cash/ Cheque/ Online/Bill Pay etc.

**JOB SKILLS AND SPECIFICATION**

- Familiar with cash management
- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively
- Strong interpersonal skills

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,900.00 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 office and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** (required to submit if shortlisted for interview) and ID card or Driver's License copy

**Application Deadline:****Date: 16<sup>th</sup> January 2020 (Thursday)****Time: 14:30hrs**