

JOB VACANCY

HDC(161)-HR/IU/2020/4
08th January 2020

Assistant Director
Accounting & Finance Department

MINIMUM QUALIFICATION & REQUIREMENT

1. Masters Degree's or MNQF Level 9 Qualification in Accounting and Finance with minimum 3 years' experience in Accounting & Finance field (including 2 year's managerial experience in field) **(OR)**
2. Bachelor's Degree or MNQF Level 7 Qualification in Accounting and Finance with minimum 6 years' experience in Accounting & Finance field (including 3 year's managerial experience in field).
3. Preference will be given to CIMA/ACCA/CPA qualified candidates.

OVERALL SCOPE

Assistant Director has an overall control and responsibility for monitoring, maintaining and updating General Ledger of the corporation. Broadly, Accounts receivable, Accounts Payable and Collections, and is also expected to analyze figures and implement recommendations based on these findings, with the outcomes most beneficial to HDC. The Assistant Director must ensure all the financial transactions are recorded, reconciled on time, based on accounting standards, policies, procedures and best practices. Assistant Director is also responsible to provide documents timely and support other functions of the department.

SALARY PACKAGE:

Negotiable based on qualification and experience.

For more details regarding the job vacancy please refer to the link <https://hdc.com.mv/announcements/>

Application Address

Housing Development Corporation Ltd.
HDC Building
Ground Floor
Phone: +960 3353535
Fax: +960 3358892
Email: hr@hdc.com.mv
Website: www.hdc.com.mv

Application Process:

Download (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: 16th January 2020 (Thursday)****Time: 14:30hrs**