

Job Title:	Accounts Officer	Work Location:	Malé
Division:	Finance	Employment Type:	Full-time
Deadline:	7th July 2026, before 12:00 PM		

Key Responsibilities

- Process and record accounts receivable and accounts payable transactions accurately and in a timely manner in the accounting system.
- Prepare, issue, and track customer invoices, follow up on outstanding receivables, and support collection activities in coordination with relevant departments.
- Verify supplier invoices against purchase orders, delivery notes, and approvals, and process payments in accordance with approved procedures and authorization limits.
- Maintain accurate records of receivables and payables, including ageing schedules, supporting documentation, and reconciliations.
- Assist with bank, customer, and supplier reconciliations, and investigate and resolve discrepancies promptly.
- Coordinate with internal departments, suppliers, and customers to resolve billing, payment, or documentation issues.
- Support month-end closing activities, reporting requirements, and internal or external audit processes related to receivables and payables.
- Perform any other accounts-related duties as may be assigned by the Management.

Minimum Qualifications and Experience

Diploma (MQA Level 5 or 6) in Accounting, Finance, or a related discipline, with a minimum of two (2) to three (3) years of relevant experience in accounting functions.

OR

- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant professional experience in accounting functions.
- Demonstrated experience in accounts payable and receivable functions, including invoice processing, verification and posting of entries, maintenance of ageing schedules, support for collections and payments, basic reconciliations, and accurate record-keeping in line with internal controls and audit requirements.

Salary & Benefits

- Remuneration between MVR 13,000 – MVR 14,000 based on qualifications and experience.
- Other benefits governed by applicable laws and the Corporation's policies.

How to Apply: Interested candidates are invited to submit the following documents via email to careers@statepharma.mv

- Updated Curriculum Vitae (CV)
- Copy of National ID Card
- Recent passport-size photograph (soft copy)
- MQA accredited and attested educational certificates
- Experience letters and service records

Please use the subject line: **Application for Accounts Officer**

Incomplete applications and applications received after the deadline will not be accepted.

For queries, please contact Human Resources at careers@statepharma.mv