

# Join the **Leading Insurer** of the Maldives.

## ACCOUNTS ASSISTANT – ACCOUNTS PAYABLE

**Position Type: Permanent** (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)

### REQUIREMENTS

- IGCSE/GCE O'Level 05 passes or Edexcel Int./GCE A'Level 02 passes including Accounts (Grade C and above)
- Previous work experience will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

### MAIN RESPONSIBILITIES

- Settlement of vendor accounts / insurance claims as per SOP and established best practices.
- Preparing schedules and reconciling assigned general ledger accounts on time.
- Prepare relevant tax workings.
- Updating and reviewing Fixed Asset register in the Accounting System.
- Assist in physical verification of fixed assets.
- Assist in preparing and reconciling assigned accounts for company's audits.
- Scanning, filing and sending out details of settlements to vendors / policyholders.
- Attend to any work assigned by senior staff of Accounts & Finance Department during preparation of Company's monthly accounts, quarterly accounts, annual accounts and budget.

### REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates, please apply online by visiting our website; <https://jobs.allied.mv/job>

Please apply on or before 16 July 2026 — 15:00 hrs.

Only shortlisted candidates will be called for interview and for more information call us at 1600  
(All prospective employees must pass a background check)



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