

## **TERMS OF REFERENCE FOR ASSISTANT FINANCE MANAGER**

**Post:** Assistant Finance Manager  
**Department:** Finance Department  
**Gross Salary:** MVR 20,000.00 +  
**Reporting relationship:** Reports to the HOD

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### **RESPONSIBILITIES AND DELIVERABLES:**

1. Work closely with head of finance and other departments to support the financial analysis, budgeting and reporting as well as provide performance insights.
2. Assist and advise the Head of finance regarding the corporate financing strategies
3. Contribute fully to the development of company strategies to achieve its objectives and providing financial analysis and guidance on all activities, plans and targets
4. Project Finance: working with other departments to identify and execute the most optimum financing solutions, preparation of project proposals and comprehensive feasibility studies.
5. Loan Negotiation: Negotiating term sheets and loan agreement
6. Develop suitable business models for various business functions of the company.
7. Responsible in the preparation and analysis of monthly management reports for reporting to the leadership for consolidation and performance management
8. Assist in the preparation of strategic plan, annual budget and quarterly forecasts which includes establishing assumptions, supporting the business in analysis, and presentation preparation
9. Work cross functionally with various departments to proactively provide business insights and recommendations to drive business performance including cost rationalization initiatives
10. Responsible to review and perform capital investment appraisals with the use of financial models for decision making purposes, assist with the preparation of internal approval notes, co-ordinate investment approvals for new initiatives and conduct ongoing post-investment review of performance against the initial invested capital.

### **REQUIREMENTS**

- MQA level 7 qualification in Finance, Accounting or any other relevant field with 3-5 years of professional work experience in the related areas.

### **COMPETENCIES**

- Experience with office management software such as MS Office (MS Excel and MS Word) and familiar with other accounting software.
- Good interpersonal and communication skills
- Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills.



## 5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

**Applicant's Signature:**

**Date:**

**Documents to submit:** (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

**Please submit completed application form, with relevant supporting documents addressed to:**

HUMAN RESOURCES,  
Fahi Dhiriulhun Corporation  
8<sup>th</sup> Floor, H. Orchid  
20095, Ameeru Ahmed Magu,  
K. Malé, Republic of Maldives.