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|-------------------|--------------------------------------------------------|-------------------------|-----------|
| <b>Job Title:</b> | Finance Officer (2 Positions)                          | <b>Work Location:</b>   | Malé      |
| <b>Division:</b>  | Finance                                                | <b>Employment Type:</b> | Full-time |
| <b>Deadline:</b>  | <b>20<sup>th</sup> September 2026, before 12:00 PM</b> |                         |           |

#### Key Responsibilities

- Support the preparation of budgets, forecasts, and financial plans in coordination with relevant departments.
- Monitor budget utilization and expenditure to ensure compliance with approved allocations and financial regulations.
- Prepare periodic financial reports, management accounts, and variance analyses for management review.
- Review financial transactions for accuracy, completeness, and compliance with established financial policies and procedures.
- Coordinate month-end and year-end closing activities, including reconciliations and supporting schedules.
- Maintain and ensure integrity of financial records, general ledger accounts, and supporting documentation for audit purposes.
- Liaise with internal and external stakeholders, including auditors, banks, and regulatory bodies, on financial matters.
- Perform any other finance-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 finance, accounting, or related financial functions;  
OR
- Completion of GCE A-Level or equivalent, with a minimum of four (4) to five (5) years of relevant work experience in finance, accounting, or related financial functions.
- Demonstrated experience in supporting finance functions, including budget monitoring, financial reporting, transaction review, reconciliations, maintenance of financial records, and support for audit and compliance processes.

#### Salary & Benefits

- Remuneration of MVR 13,000
- 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](mailto:careers@statepharma.mv)

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

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

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

For queries, please contact Human Resources at [careers@statepharma.mv](mailto:careers@statepharma.mv)