

JOB OPPORTUNITY – ACCOUNTS ASSISTANT

ANNOUNCEMENT NO. MFMC/I/2020/04

We are currently seeking for well qualified & highly-motivated individuals to join Maldives Fund Management Corporation Limited.

Job Title	Accounts Assistant
No. of Vacancies	01
Employment Type	Permanent
Responsibilities	 As instructed by the relevant reporting officer: Prepare corporation accounts. Prepare and process purchase orders, company receipts, sales invoices, and payments from customers and suppliers. Reconcile bank statements. Manage petty cash. Prepare regular financial reports. Process receipts, sales invoices and payments. Maintain financial records which accurately record the incoming and outgoing finances. Ensure that accounts are accurately monitored and recorded. Assist in payroll calculations and employee expense claims.
	Prepare balance sheets.
Remuneration	MVR 8,000 – MVR 12,000
Qualification and Experience	Required: A ' Level / Diploma
Knowledge and Skills	 Fluent in English and Dhivehi (reading, writing and speaking) Prior experience in relevant field will be an added advantage Dynamic personality and able to multi-task Excellent communication and interpersonal skills Proven ability to work effectively in a team environment Problem solving skills and demonstrate strategic thinking Basic Microsoft Office
Documents for Application	Curriculum Vitae Academic Certificates (attested) National Identity Card Police Report Reference letter (s)
Deadline	Deadline for Application: 15:00 hrs 12 March 2020 For further clarification please contact +960 3316362 or email to <u>info@mfmc.mv</u>





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Apply to: 9A H. Orchid Ameer Ahmed Magu Male, Republic of Maldives 02 March 2020