

## 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	<ul> <li>As instructed by the relevant reporting officer:</li> <li>Prepare corporation accounts.</li> <li>Prepare and process purchase orders, company receipts, sales invoices, and payments from customers and suppliers.</li> <li>Reconcile bank statements.</li> <li>Manage petty cash.</li> <li>Prepare regular financial reports.</li> <li>Process receipts, sales invoices and payments.</li> <li>Maintain financial records which accurately record the incoming and outgoing finances.</li> <li>Ensure that accounts are accurately monitored and recorded.</li> <li>Assist in payroll calculations and employee expense claims.</li> </ul>
	Prepare balance sheets.
Remuneration	MVR 8,000 – MVR 12,000
Qualification and Experience	Required: A ' Level / Diploma
Knowledge and Skills	<ul> <li>Fluent in English and Dhivehi (reading, writing and speaking)</li> <li>Prior experience in relevant field will be an added advantage</li> <li>Dynamic personality and able to multi-task</li> <li>Excellent communication and interpersonal skills</li> <li>Proven ability to work effectively in a team environment</li> <li>Problem solving skills and demonstrate strategic thinking</li> <li>Basic Microsoft Office</li> </ul>
Documents for Application	Curriculum Vitae Academic Certificates (attested) National Identity Card Police Report Reference letter (s)
Deadline	<b>Deadline for Application: 15:00 hrs 12 March 2020</b> 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