

JOB VACANCY

HDC (161)-HR/IU/2021/115
11th March 2021

**Assistant Risk and Performance Management Officer
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 passes (**OR**)
2. O'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

OVERALL SCOPE

Responsible for providing financial services in order to ensure effective, efficient and accurate reporting in compliance with the established Risk and Performance Management Framework and relevant policies & procedures.

SCOPE OF WORK

- Assist in preparation of Risk and Performance Reports/Schedules on monthly and quarterly basis.
- Assist in preparation of Risk Analysis and Performance Measurement Analysis on quarterly basis
- Assist in the process of Audits & Facilitate the documents required Risk audits to ensure compliance.
- Assist in developing and documenting business processes and accounting policies/SOP's under Risk & Performance Management Framework.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of GAAP, IAS & IFRS.
- Computer literacy in accounting packages: preferably Dynamics, Tally knowledge.
- Familiar with accounting software's.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be an effective communicator verbally as well as through writing skills.
- Strong interpersonal skills.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE:

Gross Salary of MVR 12000.00

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Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/9q1igi>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 17th March 2021 (Wednesday)

Time: 14:00hrs