

**JOB VACANCY**

HDC (161)-HR/IU/2021/129  
24<sup>th</sup> March 2021

**Assistant 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 to provide comprehensive administrative support in managing the Financial Accounting function of the Corporation.

**SCOPE OF WORK**

- Carryout the works related to Account Payable, Loan Management, Debt Collection and Cash Management.
- Prepare the journal entries, bank reconciliations, ledgers and aging sheets on a daily basis and identify the transaction which need further details to update in the system.
- Assist in the preparation of financial statements and reports on a monthly, quarterly and annually and report on variances.
- Ensure all notices, statements, slips are sent to the respective customers in a timely manner.
- Coordinate with customers on a daily basis to resolve issues.
- Ensure the records of invoices, payment requests received to the department and cash collected are properly maintained.
- Assist in drafting SOP to further strengthen the functions of section.
- Assist with financial and Audits and preparation of required schedules.

**JOB SKILLS AND SPECIFICATIONS**

- Knowledge of GAAP, IAS & IFRS.
- Familiar with accounting software's.
- Computer literacy in accounting packages: preferably Dynamics, Tally knowledge.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be able to work as an individual and as a flexible team player.
- Strong communication skills (verbal as well as written).
- Should be able to priorities tasks and manage one's own time effectively.
- Strong interpersonal skills.

**SALARY PACKAGE:**

Gross Salary of MVR 12,000.00

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**Application Process**

Send the job application along with your updated CV and relevant supporting documents (Educational Certificates, ID Card copy and previous employment reference letters etc.) via the link (<https://rb.gy/gy180o>). For any additional queries please contact to 3355305.

**Application Deadline:****Date: 31<sup>st</sup> March 2021 (Wednesday)****Time: 14:00hrs**