

TERMS OF REFERENCE (TOR)

Post: Finance Assistant
Vacancies: 01
Post Type: Full time
Department: Finance Department
Reporting to: Assistant Manager - Finance

Key Tasks, Responsibilities and Deliverables:

- Preparing and receiving payments and maintaining proper records.
- Maintaining the filing system ensuring safe custody of the financial documents and data.
- Monitoring expenditures against budget and maintaining supplier and payment records.
- Updating financial records into the system.
- Keeping track of accounts payable and accounts receivable and creating cost analysis reports required by the manager.
- Recording of daily receipts and payments in the system.
- Assisting in the disbursement of loans.
- Assisting in the collection of loan repayments from customers.
- Responding to customer and supplier related inquiries.
- Drafting letters and other documentation as requested.
- Providing administrative support during annual budget preparation.
- Providing assistance in annual and ad-hoc audits.
- Assisting with the preparation of monthly and annual financial reports.
- Assisting in compiling statistics and reports for management review.
- Carry out other works as may be required by the management from time to time.

Requirements:

- GCE 'A' Level minimum two 'C' pass and SSC Dhivehi pass with 1 year' relevant experience.
OR,
- GCE 'O' Level minimum three 'C' pass and SSC Dhivehi pass with 1 year' relevant experience.
- Experience in relevant field (Accounts/ Finance assistant) would be and added advantage.
- Should be a proficient user of MS Office software package.
- Strong analytical, problem-solving and decision-making skills.
- Excellent interpersonal and communication skills.

Remuneration Package:

- Gross pay between MVR 12000 – MVR 13000 depending on the Qualification and Experience.



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Orchid Magu, Male' 20212
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Phone: 1613
Email: info@sdfc.mv

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-finance-assistant> before 17th May 2021, 13:00hours. Only short-listed candidates will be notified.
