

## **TERMS OF REFERENCE (TOR)**

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

### **Key Tasks, Responsibilities and Deliverables:**

- Preparation of monthly, quarterly, and annual financial and regulatory reports to the Management and Board.
- Ensuring that all record keeping, and accounting routines are completed in accordance to generally accepted accounting principles (GAAP).
- Ensure full compliance with local tax laws and other financial regulatory requirements.
- Management of corporate cash flow and preparing weekly and monthly cash flow forecasts.
- Perform capital investment appraisals with the use of financial models for decision making purposes, assist with the preparation of internal approval notes, co-ordinate investment approvals for new initiatives.
- Assist the Finance Manager in the ongoing review of the corporations' financial policies and standard operating procedures of the department.
- Assist and advise the Manager regarding the corporate financing strategies.
- Contribute fully to the development of corporation's fiscal strategies to achieve its objectives and providing financial analysis and guidance on all activities, plans and targets.
- Assist in the preparation of strategic plan, annual budget, and forecasts which includes establishing assumptions, business analysis, and presentation preparation.
- Enforce appropriate internal controls and develop procedures to ensure effective accounting and control function.
- Monitor, review and evaluate progress of all reporting staff and increase effectiveness within the department.

### **Requirements and Qualifications**

- MQA level 7 qualification in Accounting/ Finance/ Qualified ACCA, CIMA, or CPA and minimum 3 years relevant experience.
- Minimum 6 years hands on experience in Accounting field.
- Strong analytical, problem-solving and decision-making skills with the ability to adapt to change.

- Well versed in the international financial reporting standards
- In-depth knowledge of local business environment and supply chain.
- strong knowledge of the situation for SMEs and access to finance and related challenges.
- Excellent interpersonal and communication skills.
- Excellent computer skills including processing of word documents, spreadsheets & databases.
- Familiarity with trade, economic development, and development of private sector in the Maldives.
- Experience in the banking or financial services industry would be an added advantage.

**Remuneration Package:**

- Gross pay between MVR 22500 – MVR 23500 depending on the Qualification and Experience.

**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-assistant-finance-manager> before **17<sup>th</sup> May 2021, 13:00hours**. Only short-listed candidates will be notified.

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