



Ref No: HDFC/IU/2017/09

April 4, 2017

CAREER OPPORTUNITY

Housing Development Finance Corporation (HDFC) PLC, established in January 2004, is the only specialized housing finance institution in the Maldives. HDFC is a privatized company with International Shareholders represented by International Finance Corporation (IFC of World Bank Group), Asian Development Bank and HDFC Investments Ltd. of India, jointly holding 51% of shares. HDFC is committed to creating a sustainable Home Mortgage program to fulfill the growing housing needs in the Maldives with a Quadruple Bottom Line of People, Planet, Principles of client protection and Profit. Our mission is to offer financial and social strength to all Maldivian citizens by providing home finance and other savings and investment products managed professionally and profitably to the highest standards, and to the complete satisfaction of all stakeholders.

In accordance with our business plans, HDFC PLC has a vacancy for the right candidate who can provide support to the Accounts Team of the company in the capacity of an Accounts Assistant.

Job Title: Accounts Assistant

OPEN TO MALDIVIANS ONLY

Major Responsibilities:-

- Record all customer receipt transactions promptly and accurately by issuing a receipt and entering receipt details in a designated receipts summary workbook.
- Balance currency, cash and checks in cash drawer at end of each shift.
- Responsible for banking of cash and cheque deposits and carrying all forms, slips, letters, documents and other correspondences between the company and the banks according to the company procedures.

Required Qualification & Experience:-

- Minimum O'Level
- Ability to handle cash with confidence
- Must be able to maintain a high degree of accuracy
- Ability to maintain confidentiality
- Excellent in attendance and work ethic
- Be Collaborative and team oriented
- May require to work overtime including weekends
- Work experience in relevant field would be an added advantage.

Term of Contract: 12 months (Renewable subject to performance review)

Successful candidate will be rewarded with package that includes a basic salary, cost of living allowance, food allowance and medical insurance cover. Interested candidates are requested to submit application (downloadable website: www.hdfc.com.mv) with CV, copy of ID card, copies of attested educational certificates and other supporting documents on or before **April 12, 2017, 14:30 pm**.

Only shortlisted candidates will be contacted for interview.

Human Resource Department
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