

Join our team

Shape the Future with Us



Ref: 116-K2/IL/2021/57

Vacancy
02

Assistant Accounts Officer

Finance Department / Financial Accounting



Key
Responsibilities

Maldives Airports Company Limited is seeking to recruit talented and qualified individual to the position of Assistant Accounts Officer in our Finance Department.

- Collecting payments and issue receipts, change or tickets.
- Check invoices to ensure they are recorded accurately.
- Greet customers when arriving and departing the counter.
- Resolve customer complaints, guide them and provide relevant information.
- Collect all demurrage charges required for shipments.
- Ensure delivery order is released to correct consignee.
- Check daily sales report with the system.
- Handover daily sales to supervisor before end of the shift.
- Manage and maintain petty cash float.



Qualification &
Experience

Essential

- Minimum 3 'C' passes or above in GCE O'level including English Language.

Preferred

- Work experience in cash management.



Benefits

• Competitive Salary	• Health Insurance	• Free Transportation
• Free motorcycle parking	• Staff Gym Facilities	• Staff Loan Scheme
• Study loan scheme for children	• Staff Development Scheme	

Interested Candidates, please complete the online Job Application Form and upload CV & all relevant documents along with Police Report (3 months valid) via <https://www.macl.aero/corporate/about/jobs>

Deadline 1500hrs, 12 July 2021

Note: Only short listed candidates will be notified for interview.

For further information please do not hesitate to contact us +960 3325511