

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

**Post:** Senior Finance Officer  
**Vacancies:** 01  
**Post Type:** Full time  
**Department:** Finance Department  
**Reporting to:** Finance Manager

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

- Manage and maintain corporations' accounting system and ensuring all entries are posted to the system with high level of accuracy.
- 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).
- Review of corporate cash flow and preparing weekly and monthly cash flow forecasts for liquidity management.
- Perform internal and external reporting as required.
- Compile and review all documentation for corporations' Internal and External audits.
- Perform continuous review of the corporations' financial policies and standard operating procedures of the department.
- Enforce appropriate internal controls and develop procedures to ensure effective accounting and control function.
- Assist in the preparation of corporations' budgets and monitoring expenditures against budgets.
- Carry out any other relevant work as may be required by the Management.

### **Requirements and Qualifications:**

- Minimum MQA level 7 qualification in Accounting or Finance
- Minimum MQA level 5 and 5 years of professional experience in accounting field.

### **Other Competencies required:**

- Thorough knowledge of generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS).
- Professional experience as an accountant and expert proficiency in using accounting software's will be an advantage.
- Strong analytical, problem-solving, and decision-making skills.



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- Excellent interpersonal and communication skills.
- Experience in the banking or financial services industry will be an advantage.

**Remuneration Package:**

- Gross pay between MVR 19,000 – MVR 20,000 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-senior-finance-officer> before 30<sup>th</sup> August 2021, 13:00hours. Only short-listed candidates will be notified.

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