JOB OPPORTUNITY – ACCOUNTS ASSISTANT   ANNOUNCEMENT NO: MFMC/I/2021/08

We are currently seeking for well qualified & highly-motivated individuals to join MFMC Capital.

Job Title	Accounts Assistant
No. of Vacancies	01
Employment Type	Permanent
Responsibilities	As instructed by the relevant reporting officer: • Prepare corporation accounts. • Prepare and process purchase orders, company receipts, sales invoices, and payments from customers and suppliers. • Reconcile bank statements. • Manage petty cash. • Prepare regular financial reports. • Process receipts, sales invoices and payments. • Maintain financial records which accurately record the incoming and outgoing finances. • Ensure that accounts are accurately monitored and recorded. • Assist in payroll calculations and employee expense claims. • Prepare profit and loss accounts sheets. • Prepare balance sheets.
Remuneration	MVR 8,000 – MVR 12,000
Qualification and Experience	Required: A ' Level / Diploma
Knowledge and Skills	• Fluent in English and Dhivehi (reading, writing and speaking) • Prior experience in relevant field will be an added advantage • Dynamic personality and able to multi-task • Excellent communication and interpersonal skills • Proven ability to work effectively in a team environment • Problem solving skills and demonstrate strategic thinking • Basic Microsoft Office
Documents for Application	Curriculum Vitae Academic Certificates (attested) National Identity Card Police Report Reference letter (s)
Deadline	**Deadline for Application: 15:00 hrs 19th October 2021** For further clarification please contact +960 3316362 or email to info@mfmc.mv **Apply to:** Please email to info@mfmc.mv