

**JOB VACANCY**

HDC (161)-HR/IU/2021/531  
13<sup>th</sup> October 2021

**Assistant Payable Officer  
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 Passes (**OR**)
2. O'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

**OVERALL SCOPE**

Assist in the day-to-day management of all payment cycle activities in a timely and efficient manner.

**SCOPE OF WORK**

- Handle the Payable unit responsibilities under the instruction of the supervisor.
- Ensure the invoices and payment requests received to the department are properly scanned and saved in the relevant folder.
- Ensure the aging sheet are updated daily.
- Ensure the supplier invoices are paid on time without any delay
- Maintain petty cash of the company. Daily reconcile the petty cash ledger.
- Prepare monthly bank reconciliations for the payable accounts.
- Assist in the preparation of financial statements on a monthly, quarterly and annually and report on variances.

**JOB SKILLS AND SPECIFICATIONS**

- Knowledge of GAAP, IAS & IFRS.
- Computer literacy in accounting packages: preferably Dynamics, Tally knowledge.
- Familiar with accounting software's.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Knowledge of Account Payables.
- Should be able to work as an individual and as a flexible team player.
- Strong communication skills (verbal as well as written).
- Should be able to priorities tasks and manage one's own time effectively
- Strong interpersonal skills.

**SALARY PACKAGE:**

Gross Salary of MVR 13,000.00  
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**Application Process**

Send the job application along with your updated CV and relevant supporting documents (Educational Certificates, ID Card copy and previous employment reference letters etc.) via the link (<https://rb.gv/sr07ux>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 20<sup>th</sup> October 2021 (Wednesday)**

**Time: 14:00hrs**