

JOB VACANCY

HDC (161)-HRM/IU/2021/605
07th December 2021

Assistant Cashier
Accounting & Finance**MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 passes (OR)
2. O'Level 5 passes (Including English & Dhivehi) with minimum 2 years of experience in relevant field.
3. Preference will be given candidates who have experience in Cash Handling or Cash Management and PC based software applications.

OVERALL SCOPE

Assist in Cash Management of the Corporation.

SCOPE OF WORK

- Manage the overall cash/other collections at head office or any other collection center of HDC.
- Ensure all the cash transaction are daily updated to the system.
- Take the responsibility of handling the cash collected at the collection center or Head Office and ensure the cash collected are safely delivered to head office.
- Co-ordinate with other relevant employees/units and maintain up to date records of collections received from customers of HDC as assigned by the supervisor.
- Prepare required reports for the collections received from customers as required.
- Prepare and reconcile the daily collections for and ensure all the collections are update on the system on a regular basis.
- Prepare and send customers collections details to Relevant Departments on monthly/Regular basis. And coordinate with Debt collection and Revenue unit for recovery and update customer records.
- Coordinate with customers, clarify the queries to resolve issues and attempt requests timely.
- Manages day-to-day operations of collection unit.
- Assist with financial and Audits and preparation of required schedules.

JOB SKILLS AND SPECIFICATIONS

- Experience with interview techniques for fact findings.
- Ability to lead and to interact with all levels, set objectives, drive results, and a team player
- Able to deliver effective results, meet tight deadlines and targets.
- Skeptical thinking.
- Able to Analyze and evaluate financial data and draw conclusions and recommendations.
- Prepare comprehensive, complex accounting and statistical reports.
- Prepare graphical representations of findings and conclusions.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be an effective communicator verbally as well as through writing skills.
- Strong interpersonal skills.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE

Gross Salary of MVR 13,000.00

Application Process

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://jobs.hdc.com.mv/>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 13th December 2021 (Monday)

Time: 14:00hrs