

Job Opportunity

Post	Accounts Officer	Reference	TradeNet-CS/J/2021/46
No of positions	01		
Terms of Employment	Contract basis for a term of 1 year. Contract can be extended upon performance review at the end of the term.		
Remuneration	Based on qualification and experience		
Duties and Responsibilities	<ul style="list-style-type: none">▪ Process Receipts, Invoices and Payments.▪ Maintaining Company financial Records and assist in Reconciliation of Company Bank accounts▪ Coordinate with company Internal and External Auditors▪ Maintain financial records which accurately record the incoming and outgoing finances.▪ Ensure that accounts are accurately monitored and recorded.▪ Ensure that accounts are accurately monitored and recorded▪ Manage Petty cash.▪ Assist in preparing of financial reports, Monthly, Quarterly and Annually.▪ Assist in Preparing Company budgets and project Budgets.▪ Other duties Related to the job as assigned by the head of Finance and Accounts.		
Educational Qualification	<ul style="list-style-type: none">▪ Diploma in Accounting, Finance, or equivalent qualification		
Relevant Work	<ul style="list-style-type: none">▪ Minimum 2 years of work Experience which 1 years' experience in finance related role		
Other Competencies /Abilities / Skills Required	<ul style="list-style-type: none">▪ Excellent listening, verbal, and written communication skills in Dhivehi and English.▪ Sound knowledge in application of Accounting Standards▪ Pleasant personality with ability to work in teams, and individually, delivering results with minimum supervision in challenging circumstances.		

Interested applicants are requested to email us your applications with the following documents before 1600hrs on 13th December 2021 to careers@tradenet.com.mv

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report