

JOB VACANCY

HDC (161)-HRM/IU/2021/624
16th December 2021

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

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

OVERALL SCOPE

Provide necessary assistance in carrying out the Department functions.

SCOPE OF WORK**Fixed Asset Management**

- Ensure accuracy of fixed asset sub ledger and activities including account reconciliations, journal entries and adjustments.
- Work with other relevant departments/site locations to monitor asset disposals and movements.
- Support the asset management life cycle for tracking and accounting for all assets from procurement to disposal.
- Assess if conditions of potential impairment of fixed assets exist and carry out the annual impairments in accounting entries.
- Physical verification of assets and barcoding of assets.

Financial Reporting & Compliance

- Prepare the monthly, quarterly and annual reports in compliance with accounting standards and accounting policies.
- Prepare reconciliations, audit requirement reports/schedules.
- Facilitate the documents required for external audits to ensure compliance.
- Prepare tax computation and assist with tax audits and tax returns.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Develop and update accounting policies and procedures.
- Responsible for providing support to deliver effective and efficient financial services on a timely manner with regard to company's financial reporting and compliance function.

Financial Accounting (Loan Management)

- Manage day to day operations of loan and ensure maximum optimization of resources.
- Prepare repayment loan schedules of new customers and rescheduled customers.
- Assist in financial and audit preparation of required schedules.
- Prepare monthly reports of overdue and progress in loan management.
- Maintain proper journal entries, statements and records on a regular basis.
- Inform estate and legal regarding the full payment customer and update full payment register accordingly.

JOB SKILLS AND SPECIFICATIONS

- Experience in relevant field will be an added advantage.
- Knowledge of GAAP, IAS & IFRS Knowledge.
- Ability to work under pressure and meet strict deadlines.
- Good analytical and problem-solving skills.
- Demonstrate communication skills with particular emphasis on the use of computerized accounting systems.
- Initiative, the ability to work in a team and good communication skills are prerequisites.

SALARY PACKAGE:

Gross Salary of MVR. 13,000.00

REQUIRED DOCUMENTS

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 23rd December 2021, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516