

TERMS OF REFERENCE (TOR)

Post: Finance Assistant
Vacancies: 01
Post Type: Full time
Department: Finance Department
Reporting to: Assistant manager - Finance

Key Tasks, Responsibilities and Deliverables:

- Preparing and receiving payments and maintaining proper records.
- Maintaining the filing system ensuring safe custody of the financial documents and data.
- Monitoring expenditures against budget and maintaining supplier and payment records.
- Updating financial records into the system.
- Keeping track of accounts payable and accounts receivable and creating cost analysis reports required by the manager.
- Recording of daily receipts and payments in the system.
- Assisting in the disbursement of loans.
- Assisting in the collection of loan repayments from customers.
- Responding to customer and supplier related inquiries.
- Drafting letters and other documentation as requested.
- Providing administrative support during annual budget preparation.
- Providing assistance in annual and ad-hoc audits.
- Assisting with the preparation of monthly and annual financial reports.
- Assisting in compiling statistics and reports for management review.
- Carry out other works as may be required by the management from time to time.
- Carry out any other work as assigned by the Management.

Requirements and Qualifications:

- GCE A' Level minimum two 'C' pass and SSC Dhivehi pass.
Or,
- GCE O' Level minimum three 'C' pass and SSC Dhivehi pass with 1 year' relevant experience.

Other Competencies required:

- Thorough knowledge of generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS).
- Professional experience as an accountant and expert proficiency in using accounting software's will be an advantage.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal and communication skills.
- Experience in the banking or financial services industry will be an advantage.

Remuneration Package:

- Gross pay between MVR 12,000 – MVR 13,000 depending on the Qualification and Experience.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA.**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-finance-assistant-1> before **28th December 2021, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026015 / 3026016 or email to hr@sdfc.mv
