

## Accounts Assistant

### BACKGROUND

Accounts Assistant is responsible for managing the financial performance of the company under the guidance of Chief Financial Officer.

### SCOPE OF SERVICES

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations.
- Perform financial analysis, reporting and management tasks.
- Oversee the validation of transactions and verification of their overall impact on the general accounts.
- Review financial paperwork and procedures, provide recommendations, and make necessary changes.
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documents for all payment vouchers.
- Prepare payments, bank transfers, and do the bank transactions.
- Produce periodic financial reports and other financial documents.
- Prepare invoice to the projects for services and cost.
- Ensure accounts receivables and payables activities are performed accurately and timely
- Settle amounts due or recover outstanding receivables.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Assist in designing, implementing, and maintaining audit-compliant internal financial controls.
- Prepare and coordinate financial audit.
- Ensure timely and effective follow up to audit observations and recommendations.
- Updating the Managing Director on financial status of the organization.
- Administrative -related responsibilities:
  - a) Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents.

- b) Identify and provide feedback and suggestions to management related to improvements of policies, procedures, processes, and financial systems and related program.
  - c) In collaboration with the administrative officers, implement procurement of goods and services in accordance with the prevailing policies and procedures, obtain written requests for quotations, tracking items ordered, and maintain inventory control.
- Perform other related duties as and when assigned by the company.

#### REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma or above qualification in Finance or similar.
- Financial work background or similar experience will be an added advantage
- Extensive knowledge in excel and accounting is preferable
- Able to use Accounting Software such as QuickBooks.

#### SKILLS AND ABILITIES

- Excellent teamwork skills
- Strong communication, interpersonal skills
- Strong analytical and critical thinking skills
- Attention to detail and organization skills
- Advanced decision-making and problem-solving skills
- Good working knowledge of Microsoft Office
- Ability to organize, plan, and strategize.
- Excellent written and verbal communication.
- Ability to keep sensitive financial information confidential
- Attention to details and a commitment to accuracy

**Salary:** MVR 11,000 + (Negotiable)

*Interested candidates, please send the following listed information to [info@oceanconnect.mv](mailto:info@oceanconnect.mv)*

1. CV
2. ID Card Copy
3. Certificate Copy (Accredited)
4. Reference Letter(s) from previous works (If any)