

Ref No: IAS/MIS/2022-1294

Date: 02nd June 2022

Island Aviation Services Limited is wholly owned by the Government of Maldives and is the operator of the national airline of Maldives – Maldivian. IASL provides International and Domestic Airline related services and Airport Management Services.

ACCOUNTS PAYABLE COORDINATOR (JOB REF NO: J/2022/85)

Scope of work:

- Ensure that invoices received to the accounts are updated in the systems and coordinate with the relevant stake holders as per guidance from the immediate supervisor and in accordance with the company financial policies and procedures to ensure timely collection of the payment and settlement of pending dues to the company.

Qualifications:

- Minimum 3 passes in O' Level
- O' Level pass in accounting will be an added advantage

Requirements:

- High level of integrity and honesty
- Pleasant personality with excellent interpersonal skills
- Ability to work long and odd hours
- Ability to accomplish assigned tasks with minimum supervision

Location:

Finance and Accounts Department / Head Office

INTERESTED CANDIDATES FOR ABOVE POSITION SHOULD SUBMIT THE FOLLOWING DOCUMENTS:

Completed Application Form (available to download from www.maldivian.aero) **with Curriculum Vitae, Copies of Educational Certificates, National Identity Card and Police Report**

No later than **1400hrs of 07th June 2022 (Tuesday)** to:

Human Resources Department
Island Aviation Services Ltd
Dar Al-Eiman, Majeedhee Magu
Male', 20345 Republic of Maldives

Email: careers@iasl.aero (Please include the applied position and job reference number in the email subject)

Phone: 3331268/3024705

NOTE: Applications with inaccurate information, which do not meet the above requirements and which are incomplete will be disqualified.

**Educational certificates acquired from overseas institutions must be accredited by MQA.
(Only Maldivians will be accepted for the above position & only shortlisted applicants will be notified)**