بسم الله الرحمن الرحيم

MFMC
MALDIVES FUND
MANAGEMENT CORPORATION

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Maldives Fund Management
Corporation Limited
Reg No: C06492019

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MFMC CAPITAL

Advertisement No: MFMC/I/2022/24

FINANCE OFFICER
Description of Services

A. Background

MFMC Capital is currently seeking for a highly motivated individual to support the Finance department by performing clerical tasks, including processing, and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact-checking, filing, and other duties, as needed.

B. Scope of Services

1. Prepare corporation accounts.
2. Prepare and process purchase orders, company receipts, sales invoices, and payments from customers and suppliers.
3. Reconcile bank statements.
4. Manage petty cash.
5. Prepare regular financial reports.
6. Process receipts, sales invoices, and payments.
7. Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
8. Processing transactions, issuing checks, and updating ledgers, budgets, etc.
9. Handling communications with clients and vendors via phone, email, and in-person.
10. Maintain financial records which accurately record the incoming and outgoing finances.
11. Ensure that accounts are accurately monitored and recorded.
12. Assist in payroll calculations and employee expense claims.
13. Prepare profit and loss accounts sheets, and balance sheets
14. Assisting with audits, fact checks, and resolving discrepancies.
15. Perform other related duties as and when assigned by the company, in line with relevant laws.

C. Required Qualification and Experience:

1. Complete A' Level ("A" pass in Accounting & Pass in English and Dhivehi Subject)
2. Experience in accounting related field will be an added advantage

D. Preferred Skills:

1. Fluent in English and Dhivehi (reading, writing, and speaking)
2. Prior experience in relevant field will be an added advantage
3. Dynamic personality and able to multi-task
4. Excellent communication and interpersonal skills
5. Proven ability to work effectively in a team environment
6. Problem solving skills and demonstrate strategic thinking
7. Basic Microsoft Office Package knowledge.

Remuneration: MVR 10,000 +

Interested candidates please complete the online job application form before 02:00 pm, 22nd June 2022.

https://form.jotform.com/213531409438454

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