

Financial Controller

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Owner	Financial Management and Control	Version	1
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Financial Controller

1. Introduction

Post: Financial Controller

Post Type: Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)

Classification: Senior Manager Gr. 2

Rank: SM4

Department: Financial Management and Control

Division: Investments and Financial Management

2. Reporting Relationships

The Financial Controller will report to the Chief Financial Officer, and is expected to work closely with the senior management of MPAO.

3. Overall Responsibilities

The Financial Controller will be responsible for managing all the functions carried out by the Financial Management and Control Department while contributing to the developments and execution of MPAO financial planning and budget controls in line with organisational strategic objectives. He / she will also ensure that all pensions and other claims administered by MPAO are timely processed and updated in the accounting system.




4. Specific Duties

- Ensuring all accounting routines are completed in accordance with Generally Accepted Accounting Principles and in compliance with relevant laws and regulations.
- Responsible for timely preparation and presentation of quarterly and annual financial reports to senior management and Board.
- Ensuring finance and procurement teams are informed of regulatory and compliance reporting requirements, IFRS and pending changes .
- Ensuring the preparation of annual operating and capital budget.
- Ensuring the reconciliation of accounts and safe balances.
- Developing Departmental KPIs in line with strategic plans and conduct performance reporting.
- Ensuring the Accounting Information System is up to date and relevant to properly account for various schemes and agency arrangements administered by MPAO.
- Directing all department activities; provides leadership, training, and supervision within the department.
- Contributing to strategic planning and organizational accountability.
- Develop and implement the plans and policies for MPAO reserve management.
- Ensuring sound financial control including cost management and control.
- Developing policies and procedures to ensure efficient and effective accounting and control function.
- Accounting for special projects and programs when required.
- Ensuring MPAO external audits are completed within the deadline and financial reports are prepared and presented in accordance with the International Accounting Standards and internal policies and statutory obligations.
- Any other relevant tasks assigned by the Chief Financial Officer.

5. Minimum Qualifications / Work Experience

- A Bachelor's Degree in the field of Accounting or Finance, and completion of either CIMA or ACCA (Professional Level).
- A minimum 6 years of work experience, at managerial level, in the field of Accounting and Finance.

6. Desired Skills and Competencies

- Computer proficiency in Quickbooks and other accounting related softwares.
- Excellent and effective communication skills, including the ability to prepare the financial analysis and reports; and deliver presentations, making and defending



recommendations.

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent organizational, time management and strong interpersonal skills with a strong leadership;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively with minimum supervision;



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