

Terms of Reference

Post: Manager, Accounts

Department: Budget Administration Department

Division: Corporate Affairs

Reporting Relationships

The Manager will report to the Director, Corporate Affairs, and is expected to work closely with other staff of the Division as well as the senior management team of MPAO.

Overall Responsibilities

Budget Administration:

- Compilation of MPAO operational budget based on Strategic plan and coordination of the budgetary process with different divisions.
- Development of KPIs and monitoring and reporting of KPIs.
- Management of MPAO operational and revenue accounts.
- Preparation of budget variance reports and submission of the reports to the management.
- Ensuring that the payments to vendors are paid on timely manner and maintain good relations with the vendors.
- Processing of payroll and Pension Contributions, insurance contribution, travel expenditures.
- Overseeing the maintenance and safe keeping of cheque books, account statements, transfer instructions and all other sensitive documents related to financial transactions.
- Overseeing the use and maintenance the MPAO corporate credit card and petty cash.
- Assisting internal and external auditors during financial and functional audits.
- Development and maintenance of all financial Manual as per the relevant SOPs, laws and regulations.

Pension Disbursement:

- Development, implementation and updating of SOPs related to pension disbursement process.
- Ensuring that the invoices with regard to State-funded pensions are correct and accurate.
- Ensuring the payments are collected and disbursed to the beneficiaries on a timely manner.
- Responsible for the reconciliation of pension payouts and administration of refunds.
- Responsible for the preparation, maintenance and filing of documents sent to banks during the pension disbursement process.
- Overseeing communications with banks in relation to pension disbursement process.
- Ensuring that bank account statements are obtained for all pension Benefit Disbursement Accounts (BDA)s, and reconciliations are completed in a timely manner.
- Accounting for the pensions and other claims (State, MRPS and other) and reporting of pensions and other claims.
- Preparation of quarterly accounts.
- Designing of internal controls to ensure data accuracy of financial records.
- Assisting in internal audits and risk management related functions of MPAO.
- Assisting in external and special audits conducted at MPAO.

Revenue Management

- Provide advice on the appropriate administration fees based on Operational Expenditure and Future Capital Expenditure needs of MPAO.
- Forecasting of revenue, accounting for revenue and analysis of variance.
- Cash management of MPAO.

Competencies

- Should be familiar with international financial reporting standards.
- Should be able to work independently and ready to take responsibility.
- Should be able to maintain the discipline among the subordinates and should be able to motivate and treat them fairly.
- Should be able to multi-task and handle tasks simultaneously.
- Sound judgment in making decisions and in resolving issues/problems.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.
- Should be a proficient user of the Microsoft Office software package and also must have working proficient working knowledge of QuickBooks and other generally used accounting software.
- Fluency in spoken and written Dhivehi and English languages.

Minimum Qualification

- A Bachelor's Degree in Accounting and Finance; or
- ACCA, AAT, CIMA or CPA (Professional Level certification)

Work Experience

- Candidates should have minimum 5 years of work experience (at managerial level) in the field of accounting and finance.
