

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

The Manager Accounts is a senior management position, and is responsible for preparation and implementation of MPAO budget, preparation of budget related reports and responsible for timely disbursement of pensions payouts. He/she will also assist in the management of income account of MPAO. Responsible for preparation of financial reports, ensuring timely completion of day to day financial transactions and strengthening internal controls and accounting processes.

Scope of Work

- Compilation of MPAO operational budget based on Strategic plan and coordination of the budgetary process with different divisions.
- Management of MPAO operational and revenue accounts.
- Preparation of quarterly 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.
- 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
- 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.
- Overseeing communications with banks in relation to pension disbursement process.
- Ensuring that bank reconciliations are completed in a timely manner.
- Preparation of Pension disbursement reports.
- Designing of internal controls to ensure data accuracy of financial records.
- Assisting in external and special audits conducted at MPAO.

Competencies

- Should be able to work independently and ready to take responsibility.
- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should be a proficient user of the Microsoft Office software package and also must have 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) or

Work Experience

- Candidates should have minimum 5 years of work experience in the field of accounting and finance.
 - Knowledge of accounting software (quickbooks) will be an added advantage.
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