



Terms of Reference

Post: Accountant

Post Type: Permanent

Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.

Department: Financial Planning Department

Division: Financial Management Division

Reporting Relationships

The Accountant shall report to the Manager, Financial Planning, and is expected to work closely with staff from the Financial Management Division.

Overall Responsibilities

The Accountant shall be responsible for facilitating financial transactions, budget implementation, maintaining accurate financial records, preparing financial statements, ensuring compliance with financial policies and procedures, and providing insights for making informed decisions.

Main Responsibilities

- Ensure that all financial transactions are accurately recorded in the accounting system in a timely manner.
- Review payment requests to ensure they comply with internal policies and procedures before processing for payment.
- Oversee and manage the collection of dues owed to the Pension Office.
- Manage payments to suppliers, maintaining good relations and negotiating favorable terms.
- Prepare and update cash flow forecasts on a regular basis to assist with financial planning and decision-making.
- Generate accounting reports at specified intervals, summarizing financial activities and performance.
- Assist in creating the budget aligned with the organization's financial goals and objectives.
- Reconcile bank accounts, including petty cash and other advances, to ensure accuracy and completeness.
- Maintain an accurate and up-to-date record of fixed assets in accordance with relevant policies.



- Ensure effective management of the Pension Office reserves.
- Assist to review, implement and maintain policies and procedures related to financial planning and management.
- Assist to prepare financial reports in compliance with internal policies, statutory obligations, international accounting standards and best practices.
- Facilitate external audits by providing necessary documentation.
- Communicate any accounting irregularities or discrepancies promptly to the Head of Financial Planning and the Chief Financial Officer.
- Assist the Head of Department in planning and executing tasks related to financial planning and management.
- Undertake other relevant tasks as assigned by the Manager, Financial Planning or the Chief Financial Officer.

Minimum Qualifications and Experience

- A Bachelor's Degree (MNQF level 7) in the field of Accounting or Finance; or completion of either CIMA or ACCA (Professional Level).

OR

- A Diploma (MNQF level 5) or Advanced Diploma (MNQF level 6) or an equivalent professional qualification in the field of Accounting or Finance with 1 year of relevant work experience in a related field.

Desired Skills and Competencies

- Excellent knowledge of modern accounting practices and techniques.
- Proficient working knowledge of QuickBooks and other generally used accounting softwares.
- Excellent analytical and quantitative skills with proficiency in using relevant software.
- Should have the ability to prepare technical or financial analyses, concise reports and presentations, and be able to deliver presentations, and make and defend recommendations.
- Excellent and effective communication skills and fluency in written and spoken English and Dhivehi.
- Maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Sound judgment in making decisions and in resolving issues.



- Ability to deliver before deadlines in the face of challenging obstacles.
- Attention to details and proven ability to work independently and effectively with minimum supervision.
- Strong capacity to think in a logical and a process-oriented manner.
- Should be able to work independently, positively and constructively.


