

JOB VACANCY ANNOUNCEMENT

ACCOUNTANT

Job Title: Accountant

No. of positions: 1

Location: Malé, Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

Remuneration: MVR 17,710/- (take-home)

Start Date: Immediate

Job posting date: 15 October 2020

Closing date: 22 October 2020 before 5pm (Male' time)

1. Organizational Background

Transparency Maldives is a non-political organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

The Accountant will be responsible for maintaining all finances and accounts of Transparency Maldives (TM) in line with best practices, ensuring that donor requirements on accounting and financing are met and reporting regular updates to donors and TM management. The Account will report to Finance and Admin Manager and the Executive Director and will closely work with other operational teams of TM.

3. Key Roles and Responsibilities

- Document all financial transactions by entering account information.
- Monitor cash flow, and ensure that sufficient funds are always available.
- Manage bank accounts and the transfer of money.
- Ensure that payments are made and funds are received in accordance with financial procedures.
- Support relevant project/program teams to prepare and review of budgets and accounts to donors, as requested
- Support relevant project/program teams to prepare accounts update for donors and present to donors.
- Support preparation of annual budget of TM and monitor the accounts of budget.
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Analyse trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses.
- Prepare balance sheets, reconciliation statements, and other financial reports and reconcile financial discrepancies on monthly basis.
- Produce accounting reports and present to management, analyze financial information and summarise financial status.
- Assist any audit undertaken.
- Maintain the computerized accounting system.
- Ensure that all accounts records are filed in an orderly and timely manner.
- Review and recommend modifications to accounting systems and procedures and develop improvements in the finance system, as necessary.
- Provide support to other teams as directed by the Executive Director.

b. Key Attributes:

Required

- Diploma degree in accounting or similar professional qualification (ACCA or CIMA) with 3 years' experience in accounting, finance or related field; OR
- A Bachelors' degree in accounting or similar professional qualification (ACCA or CIMA) with 1-year work experience in accounting, finance or related field.
- Technical knowledge of accounting and finance management.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Be willing and able to meet tight deadlines and work long hours when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Familiar with accounting softwares and in particular, QuickBooks.
- Knowledge of donor agencies and working with non-governmental organizations.

Closing date for applications: 22 October 2020 (Thursday) before 5pm (Male' time)

Application and selection procedures:

Please e-mail the following documents addressed to Ms. Asiath Rilweena, Executive Director to jobs@transparency.mv

- Covering letter explaining your suitability for the role.
- Recent Curriculum Vitae.
- Education certificate (diploma and higher tertiary education qualification) with transcripts.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.