TERMS OF REFERENCE – FINANCE OFFICER

1. POST DETAILS

Post: Finance Officer
Contract Duration: Permanent, initial contract shall be for a period of 1 (one) year.
Department: Finance Department
Division: Finance

2. REPORTING RELATIONSHIPS

The Finance Officer will report to the Finance Manager and work closely with the finance team and other relevant departments to support daily financial operations, maintain accurate financial records, and ensure compliance with company policies and established financial procedures.

3. OVERALL RESPONSIBILITIES

The Finance Officer is responsible for supporting the day-to-day financial operations of EyeCare, including processing financial transactions, maintaining accounting records, assisting with accounts payable and receivable, reconciling financial accounts, and preparing financial reports. The role ensures the accuracy and completeness of financial documentation while supporting effective financial management and compliance with company policies and applicable regulations.

4. SCOPE OF WORK

1. Financial Transactions and Record Keeping

- Record and process daily financial transactions accurately in the accounting system.
- Maintain and update financial records, vouchers, invoices, receipts, and other supporting documents.
- Ensure proper filing and documentation of financial transactions for easy retrieval and audit purposes.
- Assist in maintaining accurate ledgers and accounting records.

2. Accounts Payable and Receivable

- Assist in processing supplier invoices, payment requests, and other accounts payable transactions.
- Monitor outstanding payments and follow up on pending invoices where necessary.
- Assist with customer billing, receipts, and accounts receivable records.
- Verify invoices and supporting documents before processing payments.
- Support timely settlement of supplier accounts and other financial obligations.

3. Bank Reconciliation and Cash Management

- Assist in preparing bank reconciliations and investigating discrepancies.
- Monitor cash transactions and maintain accurate cash records.

- Assist in reconciling daily collections, payment records, and other financial transactions.
- Report any discrepancies or irregularities to the Finance Manager.

4. Financial Reporting and Administrative Support

- Assist in preparing periodic financial reports, schedules, and summaries.
- Support month-end and year-end closing activities.
- Assist with the preparation of documents required for internal and external audits.
- Maintain confidentiality and accuracy when handling financial information.
- Perform other finance-related duties assigned by the Finance Manager.

5. QUALIFICATIONS AND EXPERIENCE

- Minimum Diploma or MNQF Level 5 qualification in Finance, Accounting, Business, or a related field.
- Previous work experience in finance, accounting, billing, or financial reconciliation will be an added advantage.
- Knowledge of basic accounting principles and financial procedures.
- Proficiency in Microsoft Excel and other relevant accounting applications.

6. DESIRED SKILLS AND COMPETENCIES

- Basic to intermediate knowledge of accounting principles and financial procedures.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Experience with accounting software or financial management systems will be an advantage.
- Strong numerical, analytical, and problem-solving skills.
- High attention to detail and accuracy in handling financial records.
- Good organisational and time-management skills, with the ability to meet deadlines.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive financial information responsibly.
- Ability to work independently and collaboratively as part of a team.

7. WE OFFER

- Competitive salary of MVR 11,500 to 14,500, based on qualifications and experience.
- Attractive monthly incentive ranging from MVR 1,500 up to MVR 3,000, subject to KPI achievement.
- Comprehensive health insurance coverage.
- Overtime payment for extra hours worked, in accordance with company policy.
- 30 days of paid annual leave.
- Annual return ticket to your home island for staff residing outside Malé.
- Continuous professional development with access to online learning opportunities.
- A supportive, growth-focused work environment with clear career progression.
- An annual bonus that reflects your commitment and contribution.