

Maldives Marketing & PR Corporation
Male' / Maldives

No. (IUL)MMPRC-HR/1/2021/45

JOB OPPORTUNITY

Basic Salary (per month): MVR 18,900/-
Service Allowance (per month): MVR 6,300/-
Daily allowance (per month): MVR 6,300/-
Overtime allowances will be paid accordingly

Position: Chief Financial Officer (CFO)

Vacant slots: 1

Department / Section: Finance

a) Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

b) Member of Association of Chartered Certified Accountant (ACCA), or Certified Practicing Accountant (CPA), or Chartered Public Accountant (CPA), or Chartered Institute of Management Accounts (CIMA), or member of any other professional accounting body recognized by IFAC. Following below work experience;

1. Minimum 5 years of which 4 year' experience in financial and corporate reporting
2. Minimum 3 year's senior management experience a corporate environment
3. Sound knowledge in application of IFRS

OR

c) Master's Degree in Accounting, Finance or equivalent qualification. Following below work experience;

1. Minimum 7 years of which 5 year' experience in financial and corporate reporting
2. Minimum 3 year's senior management experience a corporate environment
3. Sound knowledge in application of IFRS

OR

d) Bachelor's Degree in Accounting, Finance or equivalent qualification. Following below work experience;

1. Minimum 10 years of which 5 year' experience in financial and corporate reporting
2. Minimum 3 year's senior management experience a corporate environment
3. Sound knowledge in application of IFRS



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e) Key roles and responsibilities:

1. Provide leadership, direction and management to the Finance department under the guidance of the MD
2. Provide strategic recommendation to MD and members of the executive management team
3. Drive operational excellence across finance function, assuring adherence to policies, budget, schedules, work plans and performance requirement
4. Manage the processes of financial forecasting and budgets and oversee the preparation of all financial reporting, including income statements, tax returns, etc.
5. Collaborate with executive team in strategic data analysis, research to develop the strategic plan
6. Advise on long-term financial planning and create and establish yearly financial objectives that align with the organization's plan
7. Track the organization's financial status and performance to identify areas for potential improvement
8. Perform risk management by analyzing the organization plan and liabilities
9. Prepare and implement relevant policies, procedures and SOPs for the organization
10. Prepare yearly, quarterly and monthly financial reports and present to the Board of Directors
11. Monitor and ensure that all financial transactions are carried out with in the approved budget of the corporation and proper record keeping of such transactions.
12. Oversee all procedures of maintaining the financial documents/records as per organization and regulatory requirements
13. Ensure timely preparation and submission of financial reports required by the Board of Directors and government authorities.
14. Coordinate and monitor annual external audit and internal audit as well.
15. Establish and develop relationship with internal and external stakeholders.
16. Lead the team by training, directing work, appraising performance, disciplining employees, addressing and resolving issues, providing feedback and experimental growth opportunities
17. Promote a culture of integrity, inclusion, agility, transparency, and fostering an environment where employee can contribute, innovate and excel
18. Ensure compliance with accounting and finance policies, regulation, and process and regulatory requirement
19. Proactively contributes to team efforts by accomplishing targets and expending work results.
20. Monitor and supervise the works of the subordinates.
21. Participate in different activities conducted by the Corporation.
22. Complete the task as per the Job Description and other tasks related to the services of the Corporation.

f. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **13th October 2021 (Wednesday), 1500hrs.**



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g. Compulsory documents required

- a. Duly completed job application form
- b. CV of applicant with contact information and Referees details.
- c. Copy of national identity card
- d. Reference letters
- e. Attested copies educational certificates/ transcripts
- f. Portfolio of previous work experience
- g. Police Report

h. Additional Information:

- a. Only shortlisted candidates shall be contacted for the interview.
- b. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not be issued
- c. Email address to submit documents: jobs@visitmaldives.com
- d. All documents should be submitted in PDF format as one document.
- e. Job application form will be available to download on our website at the link below.
Link: <https://corporate.visitmaldives.com/downloads/>
- f. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

i. Address line:

Thoyyib Mohamed,
Managing Director,
Maldives Marketing and Public Relations Corporation

4th October 2021



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