

Maldives Marketing & PR Corporation

Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2023/10

JOB OPPORTUNITY

Basic Salary (per month): MVR 23,058.00

Service Allowance (per month): MVR 8,070.00

Living allowance (per month): MVR 6,917.00

Technical Qualification Allowance / Supporting Qualification

Allowance will be paid based on the highest qualification.

- Level 9 and above: MVR 1,750.00 (Monthly)

- Level 7 & 8: MVR 1,250.00 (Monthly)

- Level 6 & below: MVR 750.00 (Monthly)

Supervisory Allowance will be paid accordingly.

Overtime and other allowances will be paid accordingly.

Position: Chief Financial Officer (CFO)

Vacancies: 1

Department / Section: Finance

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- Member of the Association of Chartered Certified Accountants (ACCA), Certified Practicing Accountant (CPA), 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 7 years of which 5 years' experience in financial and corporate reporting

2. Minimum 3 year's senior management experience in a corporate environment

3. Sound knowledge in the application of IFRS

OR

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

1. Minimum 10 years of which 5 years experience in financial and corporate reporting

2. Minimum 3 year's senior management experience in a corporate environment

3. Sound knowledge in the application of IFRS

2. Key roles and responsibilities:

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

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before 16th Feb 2023 (Thursday), 1400hrs.

4. Compulsory documents required:

- a. Duly completed job application form.
- b. CV of the applicant with contact information (reference contact details with contact number).
- c. Copy of national identity card.
- d. Reference letters.
- e. Attested copies of educational certificates/ transcripts (certificates from abroad shall be accredited by MQA).
- f. Valid Police Report.

5. 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.
- f. Link: <https://corporate.visitmaldives.com/downloads/>
- g. For any inquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

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

7th February 2023