

# WE ARE HIRING!

**JOB TITLE: FINANCE OFFICER GRADE 2 (01)**

**LOCATION: SHEESHA HEAD OFFICE**

## About the Role

We are currently seeking a highly motivated and detail-oriented candidate to join our finance team. The role involves various financial functions, including cash collection, account reconciliations, banking transactions, and managing vendor and customer accounts. Strong analytical skills and attention to detail are essential for success in this position.

## Requirements:

- Bachelor's degree or Diploma in finance or accounting.
- Relevant certifications in finance are an added advantage.
- Proven experience in finance or accounting.
- Proficiency in financial software; familiarity with Microsoft Dynamics 365 Business Central is a plus.
- Strong understanding of economic and accounting principles and practices.

## Key Responsibilities:

- Collecting daily cash from retail outlets and ensuring proper documentation and timely deposit to the bank.
- Verify daily cash collections against sales reports and reconciling discrepancies.
- Handling daily banking transactions, maintaining accurate records in the financial system.
- Managing petty cash, vendor payments, and customer account reconciliations.
- Processing invoices, purchase orders, and maintaining asset records.
- Ensuring accurate financial reporting and compliance with company policies.
- Manage accounts payable and receivable, monitor expenditures, and optimize cash flow.
- Work with teams to ensure financial efficiency and operational support.
- Assisting in preparing financial data analysis and reporting.

## What We Offer:

- Annual increments as per company policy.
- Health insurance & staff discount.
- Salary Range is between 12,500 to 15,000 depending on qualification & experience.

**Deadline: 17<sup>th</sup> April 2025**

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from [www.honda.mv](http://www.honda.mv)
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.