

# WE ARE HIRING!

**JOB TITLE: FINANCE OFFICER GRADE 2 (03)**

**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.
- Proven experience in finance or accounting is preferred.
- Proficiency in financial software; familiarity with Microsoft Dynamics 365 Business Central is an added advantage.
- Strong understanding of economic and accounting principles and practices.

## Key Responsibilities:

- Oversee daily cash collections, maintain banking transaction records, and perform reconciliations for accurate financial documentation and timely deposits.
- Support accounts payable and receivable, monitor expenditures, and aid in cash flow management.
- Process invoices and purchase orders per company policies.
- Maintain accurate financial records and documentation for compliance.
- Collaborate with internal teams to enhance financial efficiency and provide operational support.

## What We Offer:

- Annual increments as per company policy.
- Health insurance & staff discount.
- Salary Range is MVR 15,000+, depending on qualification & experience.

**Deadline: 25<sup>th</sup> June 2026**

- 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.