

# NOW HIRING!

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## Assistant Manager, Payable

Finance Department, Male'

Vacancy Type: Full-time

Remuneration: MVR 6,000 per month

Service Allowance: MVR 4,200 per month

Working Hours : 09:00 – 17:00

Qualification: Diploma in a relevant field  
Two years of experience in a relevant field

Benefits: Health Insurance, Attendance Bonus and Overtime as per policy

Interested candidates may fill the Google Application Form

Link: <https://forms.gle/kqk95TsJL5vDSYZK8>

before **1300hrs of 23 November 2024**

scan -->



Google Application Link and Position Description will also be available from VC website :  
<https://www.villacollege.edu.mv/careers>

For more information: ☎ 330 3200



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## POSITION DESCRIPTION

<b>POSITION</b>	Assistant Manager, Payable
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Finance Department
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	14 November 2024
<b>DEADLINE FOR APPLICATION</b>	23 November 2024

## BROAD PURPOSE

To lead the accounts payable section and be responsible for the payments and vendor relations.

**Reports to:** Deputy Director, Finance Department

**Salary:** MVR 6,000/-, Allowance: MVR 4,200/-

**Time:** 09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

## OVERALL RESPONSIBILITIES

- To lead accounts payable section and be responsible for the payments and vendor relations.

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure that all payments for bills and other payables are paid on/before they are due. Manage cash application making sure all cash receipts are paid properly.
- Ensure that all records of payables are entered daily and recorded accurately in accounting software.
- Prepare Monthly payments and payable report
- Preparation of payment vouchers and cheques for monthly payment of casual workers
- Preparation of monthly Accruals of expenses in QB Organize records of invoices, bills, and deposits
- Attend and provide all assistance in annual audit, both internal and external.

## POSITION DIMENSION

- Answering to vendors on matters related to payment and making payment arrangements where necessary
- Oracle data migration
- Staff will have the authority to access student information
- Access to quick books
- Access to Oracle

### **Education**

- Diploma in a relevant field

### **Experience**

- Two years of experience in a relevant field

### **Skills and Competencies**

- Excellent verbal communication, and the ability to convey information clearly and effectively.
- Strong leadership abilities and initiative
- Excellent delegator and mediator
- Great interpersonal skills and customer service.
- Quick decision-making and problem-solving abilities.

### **Character requirements / general attributes**

- Ability to work in a team
- Organizational skills
- Approachable
- Multi-tasking
- Time management