



WE'RE HIRING!

JOIN OUR TEAM

Leo Trading Pvt. Ltd. is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

ACCOUNTS OFFICER

Key Responsibilities:

- Maintain accurate financial records and bookkeeping
- Prepare vouchers, invoices, and payment records
- Handle accounts payable and receivable
- Assist in payroll processing and staff expense claims
- Reconcile bank statements and cash records
- Prepare monthly and annual financial reports
- Ensure compliance with tax laws and company policies
- Coordinate with auditors and external stakeholders when required

Qualifications & Requirements:

- Proven experience as an Accounts Officer or similar role
- Strong knowledge of accounting principles
- Proficiency in accounting software and MS Excel
- Good analytical, organizational, and communication skills
- Ability to work accurately under deadlines

Salary : USD-600.00 (Half paid in MVR)

We offer a great opportunity to succeed with a company that focuses on career development and growth.

If interested, you can apply through our mail

Application Deadline: 16th August 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv