

# JOB VACANCY

## ACCOUNTS EXECUTIVE

Work Location – Hulhumale’

### Duties & Responsibilities:

- Responsible for updating day to day Account & Finance transactions and reports to Accountants.
- Working with spreadsheets, updating sales and purchase ledgers and journals.
- Preparing weekly and monthly accounts reports.
- Managing cash collections, daily cash reconciliations, bank deposits and petty cash.
- Checking & vouching AP/AR invoices and corresponding documents.

### Qualifications:

- GCE A/L / Diploma / Professional qualification in Accounting & Finance.
- Minimum 3 yrs. proven working experience in a similar role.
- Excellent communication skills in Dhivehi & English.
- Computer skills with knowledge of MS Office Applications.
- Hands on experience in SAGE accounting software will be an added advantage.

### Skills and abilities

- Excellent inter-personal skills and ability to work in a team environment.
- Ability to work under minimum supervision.
- Outstanding organizational & leadership abilities
- Pleasant personality
- Able to work long hours

### Salary & Benefits:

- An attractive remuneration package.
- Food provided at Ensis.

Interested candidates please send your resume, ID card copy, educational certificates, employment letters, passport photo to [careers@ensisgroup.com](mailto:careers@ensisgroup.com) (Police report upon request)

*Please write the position that you are applying for in the subject line.*

**Application deadline: 09<sup>th</sup> Sep. 2026**  
**Before : 16.30 Hrs**

Ensis Fisheries Pvt Ltd  
Industrial Zone 15-16,  
Midhili Magu, Hulhumale’

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