



DHIVEHI
INSURANCE



Years of
Serving You.

JOB ANNOUNCEMENT

Accounts Officer, Accounts & Finance (2 Nos.)

Reference: DI/IUL/2026/25 | Deadline: 1 October 2026 – 12:00 hrs.

Requirements:

- Diploma in Accounting or GCE A' Level 2 passes or GCE O' Level 5 passes (Including Accounts)
- Previous work experience will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

Key Responsibilities:

- Oversee the receipting process for online transfers and non-counter payments, ensuring segregation of duties from front-office collections
- Drive automated financial workflows across Sage and core insurance platforms to eliminate manual registers and duplicate data entry
- Perform independent bank reconciliations across all company funds to maintain robust financial controls and ensure audit readiness
- Support the finance team through core system migration and parallel runs to guarantee complete accuracy in financial reporting
- Collaborate with senior staff to deliver real-time cash flow forecasts, regulatory reports, and data-driven insights

Remuneration & Other Benefits:

- Attractive salary based on qualification and experience
- Flexible Leave Arrangements
- Health & Life Insurance Coverage
- Annual Bonus
- Third Party Credit Facilities
- Staff Loan Scheme
- Training & Development Opportunities

Forward your **completed application form, national identity card copy, resume, and academic credentials** via email to **hr@dhivehiinsurance.com**

Dhivehi Insurance Company Pvt Ltd

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