

JOB OPPORTUNITIES



Take your career further apply today and be part of our growing success!

JOIN OUR TEAM AS A

ACCOUNTS OFFICER

We are seeking a detail-oriented Accounts Officer to support Accounts Payable (AP) and Accounts Receivable (AR) functions by ensuring accurate invoice processing, reconciliations, and timely follow-ups. The role requires strong attention to detail, basic accounting knowledge, and effective coordination with internal teams, suppliers, and customers.

KEY RESPONSIBILITIES

- Enter and process invoices ensuring accuracy, completeness, and non-duplication
- Match invoices with approved purchase orders and receipts in compliance with company policies
- Create and issue customer invoices using accounting systems or spreadsheets
- Apply payable prepayments to supplier invoices
- Apply customer receipts against AR invoices accurately
- Perform supplier and vendor reconciliations
- Conduct follow-up calls and email reminders on outstanding customer AR balances
- Assist AP or AR Manager with day-to-day accounting and reporting tasks

QUALIFICATIONS & REQUIREMENTS

- Diploma or Degree in Accounting, Finance, or a related field
- Experience in AP/AR or general accounting roles preferred
- Good knowledge of invoice processing and reconciliations
- Proficiency in MS Excel and accounting systems
- Strong attention to detail and organizational skills

Interested applicants may send their complete CV with ID/Passport copy, supporting documents and recent passport size photo to:

careers@villa.com.mv

(use subject line: Application – Accounts Officer)

Only shortlisted candidates will be notified the status of applications

- **Salary: MVR 14,000.00**
- Competitive benefits and opportunities for career growth.

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