

We're Hiring

Accounts Receivable Officer

RESORT LIFE TRAVEL PVT LTD | MALÉ HEAD OFFICE | FULL-TIME

Resort Life Travel is looking for a detail-oriented, proactive Accounts Receivable Officer. You will manage collections from our travel agent and partner network, keep our debtor records accurate, and support the Finance team in keeping the business financially healthy.

Key Responsibilities

- Manage the full accounts receivable cycle, including invoicing, payment tracking and cash allocation.
- Monitor agent and partner balances daily against approved credit limits and payment terms.
- Send payment reminders and formal demand letters, and escalate overdue accounts in line with RLT's credit policy.
- Reconcile customer accounts and promptly resolve billing disputes, allocation queries and statement discrepancies.
- Prepare and share the weekly aged debtors report with the Financial Controller and Finance & Strategy Consultant.
- Work with the Sales team on credit hold decisions for accounts above the overdue limits.
- Recommend credit limit adjustments based on each agent's payment history and booking volume.
- Work with the Reservations team so that deposits and advance payments are collected before the travel date.
- Keep accurate records of credit terms, agent agreements and collection correspondence.
- Support month-end close with a full debtors ledger reconciliation.

Candidate Profile

The ideal candidate is numerate, organised and persistent. They are confident following up on payments while keeping good relationships with our partners, and they take accuracy and deadlines seriously.

Preferred Qualifications & Experience

- A diploma or degree in Accounting, Finance or a related field. A professional qualification (ACCA, CAT or similar) is an advantage.
- Previous experience in accounts receivable, credit control or general accounting. Experience in travel or tourism is a plus.
- A good understanding of debtor management, reconciliations and aged debtors reporting.
- Strong skills in Microsoft Excel, and experience using accounting software.
- High accuracy and attention to detail.
- Clear, professional written and verbal communication in English, including confident follow-up with international partners.
- Able to manage deadlines, work independently and work well with the Sales, Reservations and Finance teams.
- Discreet and trustworthy with confidential financial information.

What We Offer

- An attractive salary package, negotiable and based on your experience and qualifications, full-time, office-based in Malé
- Hands-on experience across finance operations in a busy international travel business
- A collaborative, fast-growing team with room to grow

How to Apply

Please send your CV with a brief cover letter or introduction outlining your relevant experience to admin@resortlife.travel, with the subject line:

Application – Accounts Receivable Officer

We thank all applicants for their interest. Only shortlisted candidates will be contacted for an interview.