



DHIVEHI
INSURANCE



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JOB ANNOUNCEMENT

Assistant Manager, Accounts & Finance

Reference: DI/IUL/2026/26 | Deadline: 29 October 2026 – 12:00 hrs.

Requirements:

- Degree in Accounting, Finance, or a related field (Completing/pursuing CA/ACCA is preferable)
- At least 5 years of experience in relevant field
- Strong communication and negotiation skills
- Proficient in MS office and accounting system
- Organized, responsible, and a team player

Key Responsibilities:

- Oversee daily accounting and financial operations including prime accounting entries and reconciliations
- Assist Finance Manager in preparing monthly, quarterly, and annual financial reports and statements
- Manage accounts payable, receivable, and treasury functions, including bank reconciliations, cash flow monitoring, and debtor/creditor cycles.
- Ensure adherence to accounting policies and insurance regulations while supporting risk assessments, claims processing, and audit trails
- Maintain audit-ready documentation, liaise with external auditors, and leverage ERP systems to ensure data accuracy
- Manage treasury functions including cash flow monitoring, bank reconciliations, and investment schedules
- Prepare journal entries, trial balance reviews, and GL account reconciliations
- Provide guidance on financial procedures to colleagues and support them
- Liaise with auditors for financial audits and ensure timely resolution of audit queries
- Handle special financial projects and assist manager in strategic financial decisions

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

H. Esjehige, Third Floor, Medhuziyaaraiy Magu, Malé, Maldives, 20127
Hotline: 1411 | hr@dhivehiinsurance.com | www.dhivehiinsurance.com