

WE ARE HIRING AN

ACCOUNTANT

For our Seafood shop.

KEY RESPONSIBILITIES

- Maintain accurate financial records and ensure timely data entry.
- Prepare and process invoices, payments, and receipts.
- Reconcile bank statements and supplier accounts.
- Assist in the preparation of financial reports and statements.
- Ensure compliance with company policies, procedures, and relevant regulations.
- Support in budgeting, forecasting, and month-end/year-end closing.
- Assist audits and provide required documentation.

EDUCATION & REQUIREMENTS

- At least a Diploma in Accounting, Finance or a related field.
- 2-3 years of experience in accounting or a similar role.
- Proficiency in accounting software (e.g., Tally, QuickBooks or similar).
- Strong knowledge of MS Excel and Microsoft Office.
- Good understanding of accounting principles, payables, receivables and bookkeeping.
- High attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

SALARY

12k -15k based on experience and qualifications

WORK TYPE

Permanent (Worksite in Male')

Apply Before: 01st November 2026

Apply at:

hr@oilbiz.mv

