

Job Title: Accounts Executive – Credit Control (Contract)

Contract Duration: 6 Months

Location: Male', Maldives

Company Overview:

Hummingbird Travel is an award-winning luxury travel wholesaler and ground handler specialising in the Maldives, Mauritius, Seychelles, Sri Lanka, the Caribbean and Mexico. With over 30 years of experience, we provide competitive rates, exclusive offers and exceptional travel experiences through strong industry partnerships, destination expertise and dedicated service.

Position Overview:

The Accounts Executive (Credit Control) is responsible for monitoring receivables, following up on overdue payments, maintaining accurate credit records, resolving payment discrepancies, and preparing collection reports to ensure timely debt recovery and compliance with company credit policies.

Responsibilities:

- Monitor accounts receivable, aging reports, and overdue balances; identify discrepancies and unapplied payments.
- Follow up on overdue payments, negotiate payment arrangements, and resolve payment disputes to minimize bad debts.
- Communicate with customers regarding invoices, payment terms, outstanding balances, and billing inquiries.
- Ensure compliance with company credit policies and procedures, and support internal and external audits.
- Maintain accurate credit control records and prepare reports on collections, account status, and performance.
- Escalate overdue accounts and unresolved issues to management, working with internal teams to resolve them.
- Maintain positive customer relationships while encouraging timely payments and resolving concerns. Identify improvements to credit control processes and collection workflows.

Requirements:

- Minimum A-Level qualification; a diploma or qualification in Accounting or Finance
- Previous experience in accounts, finance or credit control is preferred.
- Good numerical and analytical skills, with the ability to monitor outstanding balances and identify discrepancies.
- Good written and verbal communication skills to follow up on overdue payments and communicate professionally with customers.
- Knowledge in Google Workspace and QuickBooks Online will be an added advantage.

How to apply:**Maldivian Candidates Only**

Interested candidates are requested to email their CV, Copies of certificates along with National ID copy to jobs@hummingbird.travel. Only shortlisted candidates will be contacted for the interview.

Application Deadline: 5th November 2026