Job Advertisement - Accountant

Company: WoodPro Pvt Ltd, Malé, Republic of Maldives **Position:** Accountant, Trade Division **Employment type:** Full-time, in-office (Malé) **Works with:** Assistant Accountant (Projects), Trade shop and godown teams **Salary:** Competitive, based on experience and qualifications

About WoodPro

WoodPro is a furniture, joinery and interior business based in Malé, with 60+ staff, three retail outlets, a factory and a godown. We operate three divisions: Trade (import and distribution of materials), Joinery (factory fabrication) and Projects (design and build interior fit-outs). We are growing, and we are building a strong, dedicated finance function to support that growth.

Purpose of the Role

We are looking for a qualified, full-time accountant who is physically present in our Malé office and takes full ownership of the financial side of our Trade division. You will keep the Trade books accurate and up to date, manage inventory accounting, handle GST, and keep a close eye on cash flow, so that management always has timely and reliable numbers.

Key Responsibilities

Books and Financial Reporting

- Maintain complete and accurate books of accounts for the Trade division.
- Prepare monthly profit and loss statements and balance sheets, delivered on time.
- Perform monthly closing, bank and supplier reconciliations, and account reviews.
- Review and correct entries made by the accounts team where needed.

Inventory Accounting

- Oversee inventory records for Trade, including stock movements, receipts and issues.
- Reconcile system stock against physical counts and investigate variances.
- Track stock valuation, slow-moving items and import costs (landed cost).

GST and Compliance

- Prepare and file GST returns accurately and before deadlines.

- Ensure invoices, purchases and supplier documents meet GST and MIRA requirements.
- Support audits and respond to tax or statutory queries.

Cash Flow and Payables/Receivables

- Monitor daily and weekly cash flow and prepare cash flow forecasts.
- Manage supplier payments, import payments and payment scheduling.
- Follow up on customer receivables and report overdue balances.

Team and Coordination

- Work closely with the Assistant Accountant, who will focus on Projects accounting, and share the workload clearly between Trade and Projects.
- Coordinate with the shop, godown and purchasing teams.

Requirements

- Professional accounting qualification (ACCA, CIMA, CPA, CA or equivalent), or a degree in accounting or finance with strong professional experience.
- Solid experience in trade, distribution or retail accounting; inventory experience is a strong advantage.
- Good working knowledge of GST in the Maldives and MIRA filing.
- Proficient in accounting software and Microsoft Excel.
- Strong attention to detail, discipline with deadlines, and good communication in English.
- Able to work full-time from our Malé office.

What We Offer

- A competitive salary based on experience and qualifications.
- A key role with real ownership in a growing business.

How to Apply

Send your CV along with certificates and reference letters by email to people@woodpro.mv.

Please mention your qualification, years of experience, and your earliest available start date.