



Address: M. Narugismaage-aage, Alhivila Magu, Male', Maldives

Tel: +9603314811 Fax: +9603314841

Email: info@maldivesboatclub.com

Web: www.maldivesboatclub.com

JOB OPPORTUNITY

Finance, HR, Administration & Business Development Executive

Maldives Boat Club Pvt Ltd is seeking a proactive, dependable, and results-oriented individual to join our close-knit team as a **Finance, HR, Administration & Business Development Executive**.

This is a multi-functional role with a primary focus on maintaining accurate financial records and ensuring the company's accounting functions are up-to-date and well managed. The successful candidate will also support Human Resources, company administration, compliance requirements, and business development initiatives to support the growth of the company.

Salary

USD 800 to 1500 (based on qualifications and experience) + Applicable Service Charge

Working Hours

- Sunday to Thursday
- 9:00 AM – 5:00 PM
- Flexibility to work additional hours when required

Work Environment

- Friendly and casual working environment
- Small, collaborative team

Location: Hulhumalé

Preferred Age: 30 years and above

Qualifications & Experience

- Degree in Accounting, Finance, Business Administration, or an equivalent professional qualification.
- Minimum 5 years of experience in accounting, finance, administration, or a similar role.
- Strong accounting and bookkeeping knowledge.
- Experience using accounting software.
- Proficient in Microsoft Excel and Word.
- Excellent communication skills in both Dhivehi and English, written and verbal.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Experience in business development, client relations, or sales support will be an advantage.

Key Responsibilities

Accounts & Finance (Primary Role)

- Maintain accurate and up-to-date accounting records.



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- Record supplier invoices, bills, payments, and receipts in the accounting system.
- Process payroll entries and other financial transactions.
- Perform cash, bank, and vendor reconciliations.
- Ensure all financial records are complete and properly maintained.
- Preparation of monthly GST, GRT filing to MIRA
- Costing and pricing of products and services
- Raising of invoices to clients and follow-up on payment
- Keeping Asset register up to date
- Assist with inventory maintenance and stock purchasing activities.
- Assist management with financial reports and related documentation.

Human Resources Administration

- Maintain employee files and employment records.
- Monitor employment contracts, work permits, visas, and other employee documentation.
- Ensure employee-related fees and regulatory requirements are up to date.
- Keep employee contracts up to date and enforce HR policies
- Communicate with Vessel Crew on behalf of management

Administration & Compliance

- Monitor and maintain vessel documents, company licenses, permits, registrations, and insurance policies.
- Ensure all statutory renewals and compliance requirements are completed in a timely manner.
- Liaise with banks, government ministries, regulatory authorities, suppliers, and service providers.

Business Development & Operations Support

- Support management in identifying new business opportunities and potential partnerships.
- Assist in preparing quotations, proposals, presentations, and client correspondence.
- Maintain relationships with existing clients and stakeholders.
- Follow up on customer inquiries and support sales and marketing initiatives.
- Assist in organizing company events, promotional activities, and networking opportunities.
- Conduct basic market research and gather information on industry trends and competitors.
- Provide administrative and operational support to management in achieving company objectives.

General Duties

- Visit banks, ministries, government authorities, and other institutions as required.
 - Perform any other duties assigned by management from time to time.
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How to Apply

Interested candidates are invited to submit:

- Updated CV
- Academic Certificates
- Copy of National Identity Card
- Past Employment reference letter

Email: Operations@maldivesboatclub.com

Application Deadline: 31st August 2026

Applications will be reviewed as received.

Join Maldives Boat Club Pvt Ltd and become part of a dedicated team where your accounting expertise and administrative skills will play a key role in supporting the company's continued success.