

JOB OPPORTUNITY- ASSISTANT ACCOUNTANT

Job Description:

We are seeking a dynamic and detail-oriented individual to join our Accounts Team as an Assistant Accountant.

Responsibilities:

- Assists with accounts payable and accounts receivable.
- Prepare and maintain invoices, payments, and other financial documents.
- Perform bank and account reconciliations.
- Assist in preparing financial reports and statements.
- Assist with daily accounting and administrative tasks.
- Coordinate with suppliers and customers regarding payments and accounts.
- Perform other duties assigned by the Account Manager or Management.

Requirements:

- Diploma or Degree in Accounting or Finance.
- Accounting experience is an advantage.
- Good Knowledge of accounting procedures.
- Proficiency in MS Excel, MS office and Quick Books (a must)
- Good attention to detail and organization skills.
- Ability to work independently and in a team.

Remuneration and Benefits

MVR 7,000/- to MVR 10,000/-

How to Apply:

Interested candidates can submit their documents listed below to hr@gfsmaldives.com . Please include " Assistant Accountant " in the subject line.

Documents to be submitted:

1. CV
2. Academic Certificates
3. National ID
4. Police Report

Place of Employment:

GFS Head Office, Lot-10141, 2nd Floor, Nirolhu Magu, Hulhumale'

Only short-listed candidates will be contacted for interviews

Application Deadline: **14-09-2026, 14:00hrs**

Global Fire Services Pvt Ltd is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

Join our team and be a key contributor to the success of our growing company!

07 September, 2026