



CD/ADMIN/002

Job Title: Accountant – (Full-time)

Location: Male, Maldives

We are looking for a detail-oriented accountant to perform and coordinate accounting duties within our organization. The accountant's responsibilities include preparing financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned.

Role:

- Coordinating accounting functions and program.
- Preparing revenue projections and forecasting expenditure.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Maintaining accounts receivable, document bills and supporting documentation
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures.
- Assist with and act as the primary point-of-contact for auditor requests.
- Prepare, complete, and file tax returns for the company.

Qualifications:

- Minimum 3-5 years of accounting/finance experience.
- Bachelor's degree in Accounting, Finance, or a related field.
- Hands-on experience with accounting software packages, like Zoho and QuickBooks

Salary and Benefits

- Salary MVR 10,000 – MVR 12,000 (Based on qualification and experience)
- Staff Health Insurance

Interested candidates are invited to submit their resume and cover letter to admin@cyberdigits.io before **29th September 2026**.

To learn more about our organization, visit www.cyberdigits.io