

Part-Time Accounts & Admin Assistant

JOB TYPE	LOCATION	WORKING HOURS	SALARY
Part-Time	Fully Remote	Up to 4 hours per day (Flexible)	MVR 7,000 per month

About Kuku

Kuku is a ghost kitchen based in Male', Maldives.

We're looking for an organised, reliable, and detail-oriented Accounts & Admin Assistant to help manage our day-to-day bookkeeping, financial records, and administrative responsibilities.

This is a fully remote, part-time opportunity, ideal for accounting students, individuals pursuing professional qualifications, or anyone looking for flexible work while gaining practical experience in business accounting.

Key Responsibilities

Bookkeeping & Financial Management

- Maintain accurate records of daily sales, purchases, expenses, and other financial transactions.
- Perform regular bank, payment gateway, and sales reconciliations.
- Track business expenses, supplier invoices, and outstanding payments.
- Organise and maintain financial records, receipts, invoices, and supporting documentation.
- Assist with monthly financial reporting and basic accounting tasks.
- Monitor recurring expenses, supplier payments, and payment schedules.
- Identify and flag discrepancies in financial records.

Administration & Compliance

- Maintain a calendar of regulatory, tax, and statutory filing deadlines.
- Track business licence renewals and other regulatory requirements.
- Assist with preparing and organising documentation for tax filings, audits, and regulatory submissions.
- Coordinate with external accountants, suppliers, and relevant authorities when necessary.
- Maintain organised company records and administrative documentation.
- Provide general administrative support to management as required.

Requirements

- Basic understanding of bookkeeping and accounting principles.
- Proficiency in Microsoft Excel or Google Sheets.
- Strong attention to detail and organisational skills.
- Ability to work independently, manage tasks, and meet deadlines.
- Good written and verbal communication skills.
- Comfortable using digital tools and learning new software.
- Reliable and responsible when handling confidential business and financial information.

Preferred, but not required:

- Currently studying accounting, finance, or bookkeeping (ACCA, AAT, or equivalent).
- Previous experience in bookkeeping, accounting, or administrative work.
- Familiarity with accounting software such as QuickBooks, Xero, or similar platforms.

No formal degree or previous work experience is required. We welcome applications from students and individuals beginning their careers in accounting.

What We Offer

- MVR 7,000 monthly salary.
- Fully remote working arrangement.
- Flexible working hours, with a commitment of up to 4 hours per day.
- Opportunity to gain hands-on experience in bookkeeping, financial management, and business administration.
- A supportive working environment with opportunities to develop practical accounting skills.
- Flexibility to balance work with studies or other commitments.

How to Apply

Interested candidates should submit their CV along with a brief introduction explaining their interest in the role and any relevant experience, qualifications, or ongoing studies.

Shortlisted candidates may be invited to complete a short, practical bookkeeping exercise to assess their attention to detail and basic accounting skills.

APPLICATION EMAIL	EMAIL SUBJECT
kukurumv@gmail.com	Application - Part-Time Accounts & Admin Assistant

We encourage students, recent graduates, and individuals seeking flexible part-time employment to apply.