vertical solutions

Vertical Solutions Pvt Ltd
Reg. No. C04872018

WE ARE HIRING!!

Join the Vertical Solutions team

POST
Accounts Assistant

Scope of work

The Accounts Assistant will be responsible for the bookkeeping and accounting of daily transactions and payments, and will assist the lead accountant in day-to-day matters.

This job offer is mainly aimed at students who are currently studying or are looking to study in the future. The job is on a full-time basis, and employees will be given the time and opportunity to engage in academic matters.

Qualification and experience

- Completion of A Level and O Level or similar certificate level in Accounting.
- Studying ACCA will be an added advantage; PER requirements can be acquired.
- Knowledge of IFRS is desirable.
- Excellent analytical & mathematical skills.
- Eagerness to learn and implement new ideas and skills.

Responsibilities

- Assisting the lead Accountant.
- Payroll processing.
- Collaborating with external auditors.
- Bookkeeping.
- Assisting with general admin services.
- Assisting in preparing financial reports.
- Bank reconciliation.

Skills required

- Proficiency in MS Office.
- Time management & task prioritization.
- Proficiency in English.
- Analytical & mathematical skills.
- Critical thinking.

Send your CV and academic documents to: **accounts@verticalsolutions.com.mv**
For further details, please contact us on: **3343833**
Only shortlisted candidates will be notified.