

TRAVEL SERVICES

BBM
BRINGING the BEST to MALDIVES

WE'RE RECRUITING FOR

ACCOUNTS RECEIVABLE OFFICER

Work Location - Hulhumale | Open to Maldivian nationals only

Key Responsibilities

- Prepare and issue invoices to corporate, agency and individual clients accurately and on time.
- Maintain and reconcile the accounts receivable ledger, including airline/BSP and supplier settlements.
- Monitor credit limits and agreed payment terms, follow up on overdue accounts, and escalate long-outstanding balances.
- Allocate receipts, investigate billing discrepancies, and process credit notes with the necessary approval.
- Prepare weekly and monthly aging reports, collection forecasts and receivable summaries.
- Liaise with the sales and operations teams to resolve client billing queries.
- Assist with month-end closing, audit schedules and any other duties assigned.

Candidate Profile

- Diploma or degree in Accounting or Finance.
- Minimum one to two years of experience in accounts receivable or a similar finance role; experience in the travel or aviation industry is an advantage.
- Working knowledge of accounting software and MS Excel.
- Strong attention to detail, good communication skills and a persistent approach to follow-up.
- Fluency in Dhivehi and English.

EMAIL YOUR RESUME
sales@travelservices.mv