Zero Private Limited, 3rd Floor, H. Azum, Ameenee Magu, Malé 20054, Maldives.
Tel: +960 9900105 Email: info@zeromaldives.com Website: zeromaldives.com

JOB VACANCY

We are looking for a hard-working and enthusiastic individual to join our company in the following role.

Position: **Accounts Officer**

No. of Vacancies: **1**

ROLE PURPOSE

The Accounts Officer is responsible for supporting the efficient and accurate management of the organization's financial transactions by overseeing accounts payable, accounts receivable, and general accounting functions. The role ensures that supplier payments are processed on time, customer invoices and collections are properly managed, and all financial records are maintained accurately in compliance with company policies, accounting standards, and regulatory requirements. The Accounts Officer contributes to the preparation of financial reports, reconciliations, audits, and management accounts while maintaining complete and up-to-date financial documentation.

POSITION DETAILS

Department	Accounts & Finance
Employment Type	Full-Time, Permanent
Location	Hulhumalé, Republic of Maldives
Compensation	MVR 10,000 – 12,000 (Basic salary + Allowances)
Reports to	Head of Accounts & Finance

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KEY RESPONSIBILITIES

Accounts Payable

- Verify, code and record vendor invoices in QuickBooks and other accounting software
- Check invoices and supporting documents for accuracy, and resolve queries with vendors and internal teams
- Monitor due dates so vendors are paid on time
- Reconcile the payables ledger with vendor statements

Accounts Receivable

- Issue invoices, credit notes and statements of account accurately and on time
- Record and bank receipts (cash, cheques, transfers) and allocate them to the correct customer accounts
- Track payments, monitor ageing balances and follow up with clients to collect overdue amounts
- Reconcile the receivables ledger

General Accounting & Compliance

- Record and classify transactions in journals and ledgers
- Assist with daily and monthly bank and ledger reconciliations
- Produce ageing reports and weekly and monthly payables and receivables reports
- Assist in preparing the management accounts
- Keep financial records accurate and compliant with tax laws for auditing and tax purposes
- Manage petty cash and reimbursements
- Support the annual audit
- Maintain physical and electronic financial files
- Carry out other duties assigned by the Accounts and Finance Manager

Benefits:

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

How to Apply:

Interested candidates are invited to send their most recent CV, Educational Certificates, and Experience Letters by **20th November 2026** to **hr@zeromaldives.com**