WE ARE LOOKING FOR

ACCOUNTS EXECUTIVE

Bridge to Medical Excellence

Company Description

Medtech Maldives Pvt. Ltd. specializes in selling and distributing medical equipment, consumables, laboratory reagents, and products related to the medical field.

Role Description

This is a full-time on-site role for an Accounts Executive, located in Male', Maldives. The Accounts Executive will be responsible for;

- Processing of monthly payroll
- Processing all local payments
- Providing payment updates to suppliers and responding to their emails/phone queries.
- Liaising with internal stakeholders on all payment matters and providing timely updates
- Monthly reconciliation of local vendors
- Timely completion of vendor and bank reconciliation
- Assisting the accounts team in closing the books for monthly and yearly reporting
- Assisting the accounts team with the annual audits
- Providing full support on all other tasks assigned by the manager

Qualifications and Complementary Skills

- Diploma in Accounting, Finance or A' level/HSSC pass including Accounting
- Pursuing ACCA or a similar accounting professional certificate is a plus
- Proficiency in using financial software and tools
- Excellent attention to detail and problem-solving skills
- Strong interpersonal and communication skills
- Ability to work independently and meet deadlines
- Experience in the healthcare industry is a plus
- Minimum 1 year of experience in a similar role will be an added advantage

Please submit your CV along with supporting documents,
including a Police Report to **hr@medtechmaldives.com**

medtech.