

Ref. Number: 60-HRD/2025/101

Date: 10.04.2025

JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	Accounts Officer
No. of Position	1
Worksite / Department	Head Office / Finance
Salary & Benefits	 Net Salary Range: MVR 12,000 – 13,500 Overtime and extra working days allowance Health insurance will be provided after probation Staff Privilege program
Job Responsibilities	 Responsible for processing and verifying invoices from vendors Ensure the timely processing and verification of invoices for accuracy and proper authorization Handling petty cash reimbursements and ensuring compliance with company policies Assist in month-end closing activities, including the preparation of accounts payable accruals Maintaining relationships with vendors and resolving any invoice discrepancies or issues Maintaining accurate records of all accounts payable transactions Ensuring compliance with company policies, procedures, and relevant regulations Communicating with internal departments and external vendors regarding invoice status and inquiries Reconciling accounts payable transactions and preparing reconciliation reports Identifying opportunities for process improvement and efficient gains within the accounts payable function
Required Qualifications	3 passes in A Level or C4 in a related field
Preferred Requirements	 Should have knowledge in using Microsoft Office software Work experience in a related field will be an added advantage
Deadline	15 th April 2025, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <u>https://sto.mv/Career</u> To Process the application, we require necessary documents You can contact us on 3012767