

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

Terms of Reference

Post: Financial Controller

Post Type: Permanent

(Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

Department: Financial Planning Department

Division: Financial Management Division

Reporting Relationships

The Financial Controller (FC) will report to the Chief Financial Officer (CFO), and is expected to work closely with staff from the Financial Management Division and the Senior Management Team of the Pension Office.

Overall Responsibilities

The FC shall be responsible for overseeing the works of the Financial Planning Department, ensuring that all required tasks and functions are completed on time.

Main Responsibilities:

- Ensuring that all accounting routines are completed in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with applicable laws and regulations on a daily basis;
- Ensuring timely preparation and presentation of regular budget and financial reports to Senior Management and Board;



Maldives Pension Administration Office, 8th Floor, Allied Building, Chaandhanee Magu, Male', Maldives

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- Ensuring that finance and procurement teams are informed of regulatory and compliance reporting requirements and applicable changes;
- Ensuring preparation of annual budget of the Pension Office on a timely manner;
- Ensuring regular reconciliation of all accounts and petty cash;
- Developing departmental KPIs in line with the strategic plan and conducting performance reporting;
- Ensuring sound financial controls including cost management and control;
- Ensuring that the accounting information system is up to date and relevant to properly account for various schemes and payouts;
- Directing all department activities; providing leadership, training, and supervision within the department;
- Review and update the Finance Manual of the Pension Office on a regular basis;
- Developing plans and policies with regards to cash and reserve management;
- Ensuring proper internal controls and development of procedures to ensure efficient and effective accounting and control function;
- Accounting for special projects and programs as and when required;
- Ensuring that audits are conducted in a timely manner and financial reports are presented in accordance with International Financial Reporting Standards (IFRS), internal policies and statutory obligations; and
- Any other relevant tasks assigned by the CFO.

Minimum Qualifications and Experience:

- A Bachelor's Degree in the field of Accounting or Finance; or completion of either CIMA or ACCA (Professional Level).
- A minimum of 4 years of professional work experience at managerial level in the field of accounting or finance, after attaining the Bachelor's Degree or professional qualification.

Desired Skills and Competencies

- Proficient working knowledge of QuickBooks and other generally used accounting softwares.
- Excellent and effective communication skills, including the ability to prepare the technical or financial analysis and reports; and deliver presentations, making and defending recommendations.
- Excellent communication skills, and fluency in written and spoken English and Dhivehi.



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- Excellent analytical and quantitative skills with computer proficiency.
- Maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Sound judgment in making decisions and in resolving issues.
- Ability to deliver before deadlines in the face of challenging obstacles.
- Attention to details and proven ability to work independently and effectively with minimum supervision.
- Strong capacity to think in a logical and a process-oriented manner.
- Ability to prepare concise reports and presentations, and should be able to make and defend recommendations.
- Should be able to work independently, positively and constructively.
- Strong leadership and interpersonal skills.

- End -

