

Job Description

Assistant Manager, Finance, Admin & Human Resources

(Shared Function-Maldives Stock Exchange & Maldives Securities Depository)

Position Title

Assistant Manager, Finance, Admin & Human Resources

Entities

Maldives Stock Exchange (MSE)

Maldives Securities Depository (MSD)

Department

Finance, Admin & Human Resources (Shared Services)

Employment Type

Full-time, Permanent (subject to probation and performance evaluation)

Salary:

Negotiable (based on qualification and experience)

Reporting Line

Reports to Executive Management of MSE and MSD

Provides functional reporting and support to the Audit & Risk Committee (financial matters)

Role Purpose

The Assistant Manager of Finance, Admin & Human Resources is responsible for the financial management, bookkeeping, administrative coordination, and human resources administration of MSE and MSD under a shared services structure.

The role ensures the integrity of financial records, effective budget planning and control, timely completion of statutory audits, and consistent HR administration and smooth administrative operations across both entities, in compliance with applicable laws, accounting standards, and internal governance requirements. across both entities, in compliance with applicable laws, regulations, accounting standards, and governance expectations for regulated market infrastructure institutions.

This is an operational and control support role, focused on execution, coordination, and institutional discipline rather than policy-setting.

Key Responsibilities

1. Financial Accounting & Bookkeeping

- Ensure accurate, complete, and timely recording of all financial transactions for MSE and MSD.
- Maintain general ledger, journals, and supporting schedules in the approved accounting system.
- Perform monthly bank reconciliations and reconciliations of key control accounts, including receivables, payables, and clearing accounts.
- Manage Accounts Payable and Accounts Receivable functions, including billing, collections, aging analysis, and payment processing.
- Ensure proper documentation and retention of accounting records to support internal and external audits.
- Prepare monthly management accounts and financial reports within approved timelines.

2. Budgeting & Financial Planning

- Lead the annual budgeting process for MSE and MSD in coordination with all departments.
- Compile and consolidate departmental budgets into comprehensive annual corporate budgets.
- Conduct financial and variance analysis to assess sustainability, cost efficiency, and alignment with strategic objectives.
- Coordinate internal budget review and approval processes with Executive Management.
- Prepare formal budget papers and summaries for Audit & Risk Committee and Board consideration.
- Monitor budget performance on a monthly and quarterly basis and report material variances with explanations.

3. External Audit & Financial Reporting

- Coordinate the external auditor selection process, including obtaining quotations, preparing comparative evaluations, and submitting recommendations to management and the Audit & Risk Committee.
- Act as the primary liaison with appointed external auditors.
- Coordinate audit planning, information requests, access to records, and management responses.
- Review draft audited financial statements, audit opinions, and management letters for accuracy, completeness, and consistency with applicable accounting standards.



- Prepare Audit Committee and Board papers relating to approval of audited financial statements.
- Ensure audited financial statements are approved, filed, published, and disclosed within regulatory and statutory timelines.
- Maintain audit records for regulatory inspections and institutional reference.

4. Payroll & Human Resources Administration

- Prepare and process monthly payrolls for employees of MSE and MSD, ensuring accuracy and timeliness.
- Maintain employee records, contracts, leave records, and HR documentation.
- Support recruitment processes, including coordination of hiring documentation and onboarding requirements.
- Assist in performance appraisal and employee evaluation processes.
- Administer HR-related payments, benefits, and statutory obligations in accordance with applicable laws and internal policies.

5. Administration & Office Management

- Provide administrative support for day-to-day operations of MSE and MSD.
- Coordinate procurement documentation, vendor records, and administrative payments.
- Maintain records relating to office leases, utilities, service contracts, and general administration.
- Support internal coordination for meetings, logistics, and operational requirements.

6. Internal Controls & Governance Support

- Support implementation and adherence to internal financial and administrative controls.
- Assist in maintaining segregation of duties, documentation standards, and approval processes.
- Provide information and documentation required for internal audits, inspections, and regulatory reviews.
- Support follow-up and implementation of audit findings relating to finance, administration, and HR functions.



7. Shared Services Coordination

- Provide consistent finance, administration, and HR support across both MSE and MSD under a shared services model.
- Ensure uniform application of accounting treatment, payroll practices, and administrative procedures.
- Coordinate with other departments to support operational and institutional requirements.

Qualifications & Experience

Mandatory

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Strong working knowledge of accounting principles and financial reporting.
- Practical experience in bookkeeping, budgeting, and audit coordination.

Preferred

- Professional accounting qualification or progress toward one.
- Experience in regulated entities, financial services, or public-interest institutions.
- Experience supporting Audit Committees or Board-level financial reporting.

Skills & Competencies

- Strong attention to detail and numerical accuracy.
- Sound understanding of budgeting, financial controls, and audit processes.
- Ability to manage confidential financial and HR information.
- Clear written and verbal communication skills in English and Dhivehi.
- Strong organisational and documentation skills.
- Ability to work independently and manage shared responsibilities across two entities.

Interested applicants please email CV to info@stockexchange.mv by 19th January 2026. For more information, please contact +960 330 7878.