

Job Description

Job Title:	Senior Operations Officer (Locals Only)
Department:	Operations Department
Employment:	Full time
Employment Term:	Permanent [subject to performance evaluation after probation 3 months]
Salary:	Negotiable [based on qualification]
Official Hours:	Sunday - Thursday [8am to 4pm] / Saturday [10am to 4pm]
Reports to:	Head of Operations, CEO and COO

Core Responsibilities

Operations officer shall be responsible for assisting in operational functions of the Company as prescribed below and should be responsible for reporting on all matters to the Head of Operations.

Job Description

1. Operations of the Exchange and Depository
 - Provide support in administering daily trading operations of the Exchange and Depository.
 - Undertake administrative functions of the institution.
 - Assist in all customer relations services of the company.
 - Undertake any other functions as may be assigned by the Chief Executives.
2. Ancillary Services
 - Administrative and Client support for Registrar functions of the company
 - Administrative support and event management support for AGM Management functions of the company.
3. Compliance
 - Regularly monitor and update the compliance matrix of the company.
 - Assist in preparation of compliance checklists / notices in accordance with the guidelines.
 - Assist in preparation of compliance checks for listing requirements.
 - Assist in preparation of compliance checks of prospectus in accordance with prospectus requirements.
 - Conduct Trading Member inspections.
4. Finance functions
 - Accounting and Bookkeeping
 - Assist in procurement functions of the company.
 - Assist in Audit and budgeting of the company.

Required Qualifications and Skills

- Bachelor's degree in finance, Business Management, Accounting, or any other related field.
- Work experience in a related field will be complimentary.
- Strong customer-oriented skills
- Strong written and verbal communication skills (English and Dhivehi)
- Good presentation skills
- Familiar with Microsoft office package

Interested applicants please email CV to info@stockexchange.mv by 15th May 2024. For more information, please contact +960 330 6868.

