

Career Opportunities

ACCOUNTS PAYABLE EXECUTIVE

General Requirements

- Degree in Accounting/Finance or Professional / Part Qualification
- Minimum 2–3 years' work experience in Accounts Payable, preferably in Fixed Asset Accounting
- Experience and knowledge of accounting system, preferably MS Dynamics GP
- Proficiency in Microsoft Office (Word, Excel)
- Attention to detail and excellent time management skills

Job Specification

- Perform day to day financial transactions, including verifying, classifying and recording accounts payable data
- Clarify any questionable invoice items, prices and obtaining necessary documents and signatures for payment processing
- Ensure accuracy of the hospital's financial documents for payment, auditing and tax purposes
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted
- Protect businesses against unintentional overpayment
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate reports detailing accounts payable status
- Process outgoing payments in compliance with financial policies and procedures
- Preparation of payment disbursement statement in regular interval and obtaining approvals; prepare cheque/s for payment or electric fund transfer
- Practice effective monitoring to ensure payments are made to vendors in a timely manner
- Assist in the preparation of daily, weekly, monthly reports and management accounts
- Assist in bank and other GL reconciliations related to accounts payable
- Assist with the annual audit
- Maintain financial files and records
- Perform related tasks as assigned by the HOD from time to time

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply?

Interested candidates may log on to <https://www.careers-page.com/tree-top-hospital-maldives#openings> to submit application (updated CV) before 1600 on September 3, 2026

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.