

Career Opportunities

CREDIT & CLAIMS EXECUTIVE

General Requirements

- Diploma or Degree in Finance or related field
- Minimum 1-2 years of experience in related field
- MS Applications - Excel and Outlook knowledge
- Good interpersonal and communication skills
- Proficient in both spoken and written English
- Knowledge of medical terminology is an advantage

Job Specification

- Assist in the day-to-day operations of credit claims
- Reconciliation of AR invoices according to individual claim requirements
- Process claims and ensure all the claims submitted/ credit billing within the given period
- Follow up collections of Accounts Receivable, taking all necessary actions to secure timely payment and emphasizing on overdue amounts
- Remind payers through emails, calls and letters to ensure payments within the given credit period
- Responsible for relationship building and management with the Debtors
- Posting and distribution of payments received from insurance companies to the invoices
- Impeccable record keeping including transactions and reports
- Reconciliation of accounts receivable ledger
- Maintain accounts receivable customer files and records
- Prepare monthly receivable statements and dispatch to payers
- Focus on minimizing the Accounts Receivable outstanding balance
- Assist in month-end and year-ending activities
- Other credit & claims officer related tasks as assigned

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 submit their application to <https://www.careers-page.com/tree-top-hospital-maldives#openings> before 1600 on September 22, 2026.

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