

Career Opportunities

ASSISTANT ACCOUNTS PAYABLE MANAGER

General Requirements

- ACCA / CIMA, Degree / Masters in Finance or related field
- 5-7 years of experience in related field
- Knowledge in Accounts Payable, Finalization of Books and reporting, handling Audit
- Create control mechanism within the department and organization.
- Inventory accounting and consumption booking comparison
- System set up and configuration from Accounts Payable side
- Working experience in an accounting system is mandatory- preferably in MS Dynamics GP
- Hospital experience will be an added advantage
- Knowledge in Office package (Microsoft Word/Excel)

Job Specifications

- Assist, guide, and instruct support staff on non-routine policy interpretations or transaction problems which require resolutions
- Implement reporting procedures and internal controls and system setup for the purpose of maintaining accurate records.
- Maintain various fiscal information, files, and records for providing an up-to-date reference and audit trail for compliance.
- Participate in establishing departmental policy.
- Perform supervisory functions for the accounts payable department, including interviewing and recommending the hiring of new staff members; providing or arranging for training for staff; evaluating staff performance; and recommending personnel actions to ensure adequate and competent staffing.
- Plan work assignments, evaluate work performed, and provide direction and decisions in handling procedural and technical problems. Monitor work outcomes and provide metric data for management.
- Reconcile a variety of accounts (COGs, Admin Expense, Accounts payable and Inventory GLs) and reports for ensuring accuracy.
- Research discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, Inventory write offs & Adjustment etc.) for ensuring accuracy and adherence to procedures prior to processing.
- Payment planning and Forecast fund flows and bank status for working capital requirement
- Assist with month-end closing tasks, including monthly expense accruals.
- Assist in budget planning, monitoring and variance reporting.
- Support short- and long-term operational/strategic business activities through analysis.
- Preparation, presentation and dealing with Auditors and necessary reports for management information daily, weekly, monthly and yearly.
- Oversee and assist in the preparation of tax.
- Attend to additional requests by your manager as required and perform any other duties which may be assigned from time to time.

How to Apply

Interested candidates may submit their application to <https://www.careers-page.com/tree-top-hospital-maldives#openings> before 1600 on August 14, 2026.

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