

## TOR- Financial Controller

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### TOR- Financial Controller

#### 1. Introduction

**Post:** Financial Controller

**Post Type:** Permanent (Initial contract shall be 1 (one) year). The contract will be made permanent on successful completion of performance appraisal at the end of year one).

**Classification:** Senior Manager

**Rank:** SM4

**Department:** Financial Management and Control Department

**Division:** Investments and Financial Management

#### 2. Reporting Relationship

The Financial Controller (FC) will be working as the head of the Financial Management and Control Department (FMCD) under the supervision of the Chief Financial Officer (CFO).

#### 3. Overall responsibility

Managing Pension Office's administrative finance functions which includes maintaining of accounting records, preparation of financial statements, preparation and execution of the annual budget, disbursement of pension and other payments

#### 4. Main Responsibilities




- Ensure all accounting routines are completed in accordance with Generally Accepted Accounting Principles and in compliance with relevant laws and regulations;
- Preparation and presentation of financial reports as per the applicable standards;
- Preparation and presentation of annual operating and capital budget of Pension Office to the Management and Board;
- Ensure the reconciliation of accounts are conducted in a timely manner;
- Develop departmental KPIs in line with the strategic plan and conduct performance review;
- Ensure the accounting information system is up to date and relevant to properly account for various schemes and agency services administered by the Pension Office;
- Direct all department activities with supervision and leadership;
- Contribute to strategic planning and organizational accountability;
- Develop and implement plans and policies for Pension Office reserve management;
- Ensure sound financial control including cost management of the organization;
- Develop policies and procedures to ensure efficient and effective accounting and control function;
- Accounting for special projects and programs as and when required;
- Ensure that Pension Office external audits are completed within the deadline;
- Prepare and present the financial reports in accordance with the applicable standards, internal policies and statutory obligations;
- Any other relevant tasks assigned by the CFO.

## 5. Skills and Competencies

- Should be familiar with International Financial Reporting Standards and other applicable standards.
- Able to work independently and take responsibilities with leadership.
- Able to maintain the discipline among the subordinates and should be able to motivate and treat them fairly.
- Demonstrate multitasking abilities and sound judgments in making decisions and in resolving issues/problems.
- Should be highly organized and able to work positively and constructively within a challenging environment.
- Should be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.
- Should be a proficient user of the Microsoft Office package and have proficient knowledge of QuickBooks and other generally used accounting softwares.
- Fluency in business communications in both Dhivehi and English language.

## 6. Minimum Qualifications

- A Bachelor's Degree in the field of Accounting and Finance, or completion of ACCA, CIMA or CPA.



## 7. Experience

- A minimum 6 years of post qualification work experience, at managerial level, in the field of Accounting and Finance

