

ACCOUNTANT

JOB IDENTIFICATION	
Job Title:	Accountant
Reports To:	Financial Controller
Department:	Finance
Location	Mauritius

THE ROLE

Purpose:

The Accountant is responsible for managing financial records, preparing financial statements, ensuring compliance with legal and regulatory requirements, and providing accurate financial data to support budgeting and forecasting. This role is critical in maintaining the organization's financial integrity and supporting effective decision-making.

Principal Duties and Responsibilities

- Preparing bank reconciliations on a timely basis;
- Preparing of monthly reconciliations of supplier statements to the accounting system to ensure all invoices /costs and disbursements captured;
- Assisting with closing of month end and complete the month end working papers;
- Reconciliation and management of petty cash;
- Managing the company's accounts receivable in conjunction with other team members;
- Reconciling subledger report to GL and investigating and correcting any anomalies.
- Assisting in the preparation of monthly/quarterly/annually regulatory reporting
- Assist in processing of sales invoices on a daily basis and posting to the company's accounting system;
- Dealing with extensive range of queries and requests for assistance from the business in relation

to the preparation of invoices;

- Assist with the daily posting of office and client bank transactions;
- Co-ordinating the daily payment run(s), processing the payments and arranging approval for payments in accordance with the relevant mandates;
- Raising cheques on an ad-hoc basis as required;
- Arranging the payment of accounts payable and other payments in line with instructions provided;
- Raising and posting of invoices to internal and related companies in line with instructions from the Finance Team;
- Posting of journals to the company's accounting system;
- Preparing month end management reporting pack as per the business requirements;
- Assisting with the preparation of the budget and forecast;
- Any other duties that may be required from time to time.

Knowledge, Skills and Experience Required

- Partly Qualified as an ACCA or similar professional accounting qualifications or a degree in Accounting;
 - Knowledge of accounting principles and IFRS is required;
 - Minimum of 5 years' work experience in technical accounting is a requirement;
 - Proficient in the use of the Microsoft Office suite of applications, specifically Word, Excel and Outlook;
 - Attention to detail and the ability to spot and question data errors (words and figures);
 - Ability to prioritise workload and plan ahead to meet deadlines;
 - Willingness to work shift hours from 3 p.m to midnight;
 - Flexibility – on occasions working beyond normal working times will be required;
 - Excellent verbal and written communication skills;
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