

FINANCE ADMINISTRATOR

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

THE ROLE

To assist in all aspects of the Appleby Global finance function, reporting to Financial Controller.

Principal Duties and Responsibilities

- 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;
- Daily posting of office and client bank transactions;
- Preparing that bank reconciliations are being performed on a timely basis;
- 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 accounts payable and other payments in line with instructions provided;
- Managing the company's accounts receivable in conjunction with other team members. This will involve identifying overdue invoices, liaising with Fee Earners as appropriate and then following up with the clients to ensure settlement of invoices. This aspect will form a significant part of the role;
- Posting of journals to the company's accounting system;
- Assisting with the preparation of the statutory returns;

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- Assisting with month end closure and audit where required;
 - Any other duties that may be required from time to time.

Knowledge, Skills and Experience Required

- Currently holds, is working towards, or is interested in working towards a recognised accountancy qualification or in a degree in Accounting/Finance;
 - 2 years' work experience in Accounting/Finance is preferable;
 - Proficient in the use of the Microsoft Office suite of applications, specifically Word, Excel and Outlook;
 - Knowledge of VAT would be very useful, but not essential as full training will be provided;
 - 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 finish times will be required;
 - Excellent verbal and written communication skills;
 - Ability to deal with a wide and varied range of queries and requests for assistance from throughout the business.
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