

Junior Financial Accountant - Mauritius

THE OPPORTUNITY

We are looking for an ambitious **Accountant** to provide support to the financial department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operation of the department and help the company be fully aware of its financial condition. This way it can make the right decisions and accomplish long term success.

<p>Key Skills</p>	<ul style="list-style-type: none"> • Post and process journal entries to ensure all business transactions are recorded • Update accounts receivable and issue invoices • Update accounts payable and perform reconciliations • Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines • Assist with reviewing of expenses, etc. as assigned • Update financial data in databases to ensure that information will be accurate and immediately available when needed • Prepare and submit weekly/monthly reports • Assist senior accountants in the preparation of monthly/yearly closings • Post and process transactions • Assist with other accounting projects • Assist with the procurement process • Preparation and Recording of Sales invoices on Accounting Software. • Recording of Supplier invoices on Accounting Software. • Recording of payment vouchers, Credit Card Payment, and bank instructions. • Proper understanding of Local Laws, Local Accounting Treatment
<p>Experience and Education (Required qualifications, training, and experience)</p>	<ul style="list-style-type: none"> • HSC and or ACCA Level 2 or equivalent • 3+ years full financial accounting experience • Excellent knowledge of MS Office and familiarity with relevant computer software Sage Evolution or similar • Proven experience as a junior accountant • Excellent organizing abilities • Great attention to detail • Excellent interpersonal skills. • Good with numbers and figures and an analytical acumen • Good understanding of accounting and financial reporting principles and practices
<p>Travel Requirement</p>	<ul style="list-style-type: none"> • N/A