

## ACCOUNTS OFFICER

MAURITIUS INTERNATIONAL TRUST COMPANY LIMITED ("MITCO"), which forms part of MITCO Group, is currently looking for experienced professionals with a pro-active attitude to join our Finance department for the position of ACCOUNTS OFFICER.

### The Position

- As Accounts Officer, you are responsible for assisting Senior Finance Officer for all accounting tasks in the department;
- Preparation of payment vouchers and cheques for local suppliers;
- Allocation of daily receipts from clients in the accounting software;
- Preparation of invoices and credit notes;
- Update of bank transactions in the accounting software;
- Update of invoices and timesheets on system;
- Preparation of bank transfers to local and overseas suppliers;
- Handling of petty cash payments;
- Update statement of accounts for receivables;
- Update of receivables statement for client accounting and client admin departments;
- Prepare payment to government authorities;
- Any other accounting tasks requested by Senior Finance Officer.

### Main Requirements

- Partly qualified ACCA or equivalent;
- Excellent written and spoken in English and French;
- Ongoing development of technical knowledge;
- Computer literate with Microsoft Office products;
- Ability to work under pressure and meet deadlines;
- Be a team player.

Salary will be commensurate with experience, education and ability.

If you think that you have the right profile for this position, please send your CV & motivation letter before the **31<sup>st</sup> of October 2018** to the attention of the **Human Resource Manager**, bearing Reference AO09/18 by e-mail on [hr@mitcoworld.com](mailto:hr@mitcoworld.com) or by post at the following address:

MITCO  
4<sup>th</sup> Floor, Ebene Skies  
Rue de L'Institut  
Ebene 80817