

## Job Description

Job Title	Associate Executive - Accounting Services
Reporting Line	Senior Executive/Team Leader as relevant
Job Purpose	To assist Executives/Senior Executives; and be responsible for accounting of a portfolio of clients
Key Responsibilities	
Perspective	Responsibilities
Customer	<ul style="list-style-type: none"> <li>• To ensure customer satisfaction and timely delivery</li> <li>• To be quality focus and ensure a good level of service is maintained at all times</li> <li>• To be the point of contact for clients for accounting and maintain a good professional relationship</li> <li>• To be diplomatic and knowledgeable in dealing with difficult situations and able to build trust</li> <li>• To liaise with clients, auditors and other parties on technical matters</li> <li>• To attend to accounting queries of clients</li> <li>• To retain clients</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• To monitor accounting billing and also ensure billing for any additional accounting services</li> <li>• To record Timesheets and disbursements on the appropriate system</li> </ul>
People	<ul style="list-style-type: none"> <li>• To promote positive attitude and develop team spirit</li> </ul>
Process	<ul style="list-style-type: none"> <li>• To assist Executives and Senior Executives</li> <li>• To manage accounting for a portfolio of clients with varying level of complexity, including funds</li> <li>• To identify priorities effectively, balancing importance, urgency and resources</li> <li>• To set targets and design plans to achieve them</li> <li>• To be an effective problem solver</li> <li>• To continually look for opportunities to increase revenue, reduce costs and improve customer service</li> <li>• To liaise and provide assistance to Corporate team and Compliance Team as required</li> <li>• To assist the Executives/ Senior Executives/Team Leader in attending conference calls.</li> <li>• To draft and finalise Financial Statements/Financial Summaries/Tax/VAT/ NPS/PAYE/TDS and other required returns withing statutory deadlines</li> <li>• To draft and finalise monthly/quarterly management account within deadlines, including outsourcing</li> </ul>

Send your CV and  
motivation letter

- To draft and finalise NAV, capital calls, capital account statements and investor statements within deadlines, including outsourcing
- To prevent client complaints. To deal with any complaints with the assistance of the Executives/Senior Executives/Team Leader to the satisfaction of client.
- To deliver according to clients Service Agreements
- To ensure adherence to internal policies and checklists
- To comply with all relevant Rules and Regulations in Mauritius
- To keep updated with global trends and developments in the business, economy and technology
- To take responsibility to developing own skills
- To perform any other related duties

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