



Business Consult is hiring candidates for the post of – **Client Support Office**

Business Consult is an offshore management company, duly licensed by the Financial Services Commission (FSC) of the Republic of Mauritius to provide an array of financial and fiduciary services in relation to a broad range of structures, including the formation and structuring of offshore companies, trusts, funds and other Special Purpose Vehicles (SPVs).

We have been working regularly with clients including leading global professional services firms and high net-worth individuals for over 20 years. We have networks across the world, in all the major financial centres. The scope of our global offerings extends, beyond the delivery of compliance services to advising on complex international business structures and planning to minimise tax liabilities.

Situated at: 6th Floor Newton Tower Sir William Newton Street Port-Louis Republic of Mauritius

Duties are as follows:

- Assist in company and trust formation
- Assist in collecting KYC documents and in conducting ongoing due diligence
- Maintain clients files and company/statutory records
- Conduct statutory filings in a timely manner
- Liaise with clients, banks, auditors, accountants and the authorities;
- Ensuring compliance with laws and regulations.
- Execute clients lawful instructions in a timely and efficient manner
- Assist in opening of bank accounts and in transaction monitoring
- Assist in drafting resolutions, preparing and attending Board Meetings

Skills/Experienced Required

- A university degree in law, banking, finance, management, business administration, accounting or any equivalent qualification
- Basic knowledge of Company law, and AML/CFT legislation
- Basic knowledge of global business industry, banking practices, procedures and products
- Good analytical skill with critical and cross-lateral thinking ability
- Problem-solving mindset with ability to think outside the box and academia
- Self-motivated and customer oriented
- Excellent communication and interpersonal skills
- Ability to work in team
- Ability to multi-task and work under pressure to meet deadlines
- Computer Literate (Word at least)

In-house training will be provided.

We are currently looking for degree holders in:

- BSc (Hons) Accounting (Minor: Law)
- BSc (Hons) Accounting (Minor: Management)
- BSc (Hons) International Business Finance

Duration: (Full time)

Experience: (Optional)

Remuneration: Monthly Salary

Working Days/ Time: From Monday to Friday- 8:45 to 16:45

Send your CV/ Motivation Letter on: arvin.rogbeer@businessconsult.mu

By: **(A deadline of a minimum of one week)**

Learn more on their company: www.businessconsult.mu