



ACCOUNTS & ADMINISTRATIVE OFFICER

Are you passionate about numbers? Are you organized and detail-oriented?

Kick-start your career by joining [IPvocate Africa](#), a dynamic and innovative law firm, as an **Accounts & Administrative Officer**.

Job Description

You will work within our accountancy department, maintaining proper and accurate financial records. You will perform day-to-day accounting activities. You will also perform a range of administrative duties to enable the company's efficient functioning. You will liaise with the external chartered accountant in preparing monthly management and financial reports.

Responsibilities

Make payments and prepare invoices to be sent to clients.

Input of accounting data on XERO.

Perform bank reconciliation.

Manage Internet Banking transactions.

Filing and maintaining records.

Compiling and presenting reports as and when required, including reviewing and preparing price quotes for clients.

Assist the marketing team.

Perform administrative tasks such as daily attendance, document filing, reminders to clients, mailing, and updating social media.

Requirements

- Bachelor's degree/Diploma in Finance or accounting / ACCA Level I or II
- Excellent organisational skills
- Proactive and enthusiastic personality
- Effective communication skills in French and English (orally and in writing)

We offer

- Competitive and evolutionary salary
- Permanent contract with room to grow within the company
- The ability to work from home
- Friendly atmosphere with a weekly team lunch
- Mauritian office hours (8-5 Monday to Friday) and local public holidays

To apply, please send your CV and provide us with three reasons in bullet points why you are a good match to at@ipvocateafrica.com before 24 September 2023.