

Mazars is hiring Accounting Assistants!

Mazars, an integral player in auditing, accounting, tax and advisory services in Mauritius. Mazars Mauritius is a licensed firm by the Financial Reporting Council (FRC), serving clients of all sizes, from SMEs to mid-caps and global players, at every stage of their development. Our Senior Management team comprises qualified chartered and certified accountants combining over 30 years of local and overseas experience and is supported by a workforce of qualified accountants and partly qualified accountants.

Our Mauritius office benefits from the vast resources of the global Mazars organization in areas such as technical support, risk management, and on-going training

Situated at:3rd Floor, Unicorn House Royal Street Port Louis

Duties are as follows:

- Collate, gather and input information from clients in due timeframe
- Manage and reconcile accounts receivables, accounts payable and other balance sheet items
- Prepare bank reconciliations
- Ensure physical and electronic safeguarding of documents are properly conducted
- Ensure receipt of all invoices and documents from clients for processing on a timely manner
- Computation of tax liability
- Manage related party transaction and reconciliation on both the income statement and on the statement of financial position on monthly basis
- Prepare annual working files.
- Draft annual financial statements (AFS)
- Ensure timely submission of timesheet
- Ensure statutory returns are submitted within the prescribed deadline
- Any ad hoc duties as assigned

We are currently looking for degree holders in

LM300	BSc (Hons) Accounting (Minor: Finance)
LM300E	BSc (Hons) Accounting (Minor: Finance)
LM300M	BSc (Hons) Accounting (Minor: Finance)
LM301M	BSc (Hons) Accounting (Minor: Taxation)
LM302	BSc (Hons) Finance
LM303	BSc (Hons) Finance (Minor: Law)
LM303M	BSc (Hons) Finance (Minor: Law)
LM304	BSc (Hons) Accounting (Minor: Management)
LM304M	BSc (Hons) Accounting (Minor: Management)
LM305	BSc (Hons) Banking and Finance
LM305M	BSc (Hons) Banking and Finance

Duration: Full time

Experience: Advantage if have, but not a requirement

Remuneration: Negotiable

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter / SC /HSC /Degree transcript on: MRU.HR@mazars.mu

By:31 January 2024

Learn more on their company <https://www.mazars.mu/>

