



AARMANDO

AARMANDO GROUP LTD - Vacancy for post of Accountant

Aarmando Group Ltd is a chartered certified accounting and business advisory firm which aim at delivering professional pragmatic solutions to clients. We specialize in designing back-office solutions for any size of business. Our professional services include accounting and electronic bookkeeping services, business advisory, tax planning, payroll and other business development services.

Situated at Level 4, Belfort Tower, Cnr Joseph Riviere St & Dauphine St, Port Louis
(<https://aarmando.com/>)

Duties are as follows:

- Filing of documents and receipts
- Working on quickbooks and Post Journal Entries
- Data Entry and Bank Reconciliation
- Preparing financial reports, such as balance sheet, income statements, invoices and other documents.
- Track all payment made for tax preparation and a follow up on return.
- Monitor any discrepancies in payment.
- Analyze financial data for accuracy.
- Report to senior management on a daily basis
- Any other work related to the field of accounting

Qualification: Diploma/Degree Holders

Duration: Full time basis

Working Days/ Time: From Monday to Friday- 8:30 to 16.30

Experience: (Optional)

Salary: Not disclosed

Send your CV/ Motivation Letter on: admin@aarmando.com

Deadline By: **30.11.2023**