



AARMANDO

AARMANDO GROUP LTD is hiring a Traineeship

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

Duties are as follows:

- Filing of documents and receipts
- Working on quickbooks
- Data Entry
- Bank Reconciliation
- Post Journal Entries
- 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

We are currently looking for degree holders in either :

- Accounting - Finance;
- Accounting - Taxation;
- Finance - Law; or
- Accounting - Management

Duration: Full time for a period of 3-6 months

Experience: (Optional): Any experience in the accounting/management/finance/Taxation sector

Remuneration: Minimum Salary – Rs 15,000

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

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

By: **10.06.2023**

Learn more on their company: <https://aarmando.com/>