

## JOB SPECIFICATION

Job title:	Finance Assistant
------------	-------------------

Reporting to:	Finance Manager ("FM")
---------------	------------------------

Location:	Beau Plan Business Park, Pamplemousses, Mauritius
-----------	---

The position sits within the Mauritius finance function of a real estate fund with assets in Africa. The role includes support for Mauritian management, financial, treasury and regulatory reporting, including subsidiary entities and/or entities in which the fund has an ultimate ownership stake. The role includes accounts payable, accounts receivable, reconciliations, supporting the production of a full set of Group and subsidiary annual financial statements and detailed management accounts on a monthly basis.

### Qualifications

- Part - Qualified as an ACCA/ ACA or similar applicable qualification.

### Core Responsibilities

Assist Finance Manager and Head Finance in the preparation of management accounts and annual financial statements for all Mauritian entities of the Group.

Process supplier invoices and ensure the purchase orders are completed on the system.

Ensure all relevant documentation is attached when processing a payment i.e VAT invoice, purchase order, expense motivation form or capex form.

Ensure invoices are processed within reasonable time and payments remitted to suppliers as per within the credit term.

Process online banking transactions to authorised signatories as per the approved list of signatories registered with the banks.

Ensure verifications done and relevant approvals obtained from authorized signatories taking into account their authorization limits before processing transactions on online banking.

Follow up with authorised signatories to approve transactions on online banking.

Reconciliation of suppliers' statement of accounts.

Liaise with suppliers for any queries and amendments to be made on invoices and also respond to all supplier queries.

Perform bank reconciliations on a monthly basis.

Reconcile all intercompany balances on a monthly basis.

Posting of all interco journals.

Prepare, upload and release Debtors Journals for authorisation as per approved billing schedule.

Retrieve invoices and send to relevant parties.

Follow up on payment of monthly invoices and ensure payment received on time.

Prepare and send invoices to Group entities if any and ensure transactions are posted.

Prepare and upload receipting journals to account for receipts to ensure posting done on a daily basis.

Ensure comments is up to date on the debtors report and ensure that Finance team are informed of any potential defaults in payment.

Respond to queries and liaise with the local Finance teams for same.

Retrieve, reconcile and send statement of accounts to relevant parties when requested.

Ensure all standing orders and direct debits debited on the bank accounts are processed in the accounts.

Maintain control over the list of open purchase orders and ensure all purchase orders are accounted for in the monthly accounts.

Ensure filing and e-filing of all documents are done in an orderly manner and easily retrievable.

Prepare yearly template for supply of goods and services to be reviewed by Finance Manager and submitted to the MRA.

Attend weekly finance meetings and ensure proper actions initiated and followed up.

Assist in the automation of reporting.

Consolidate monthly VAT workings for Mauritian local entity and submit return to the MRA.

Assist tax advisors for Corporation tax and APS returns.

Assist in the preparation of the yearly budgets.

Respond to queries from internal and external auditors.

Follow up on project costing and payments to contractors.

Any other duties assigned as and when required.

### **Knowledge**

- Knowledge of accounts payable and accounts receivable procedures.
- Knowledge of accounting for real estate property industry will be advantageous.

### **Skills**

- Must be detail focused and analytical and efficient.
- Must have the ability to communicate effectively and efficiently at all levels in the company and to accurately give an account of information pertaining to the performance of outputs.
- Must have the ability to utilize any applicable computer software and the relevant functionality applicable to achieve the outcomes required.
- Must have good interpersonal skills.
- Must have the ability to manage time effectively.
- Must have the ability to identify and manage risk.

## **Attributes**

- Detail and results focused
- Efficient and conscientious of time-based deliverables
- Customer focused
- Innovative
- Team player
- Self-starter
- Professional
- Multi-tasking
- Work well under pressure
- Continuous learner

**Interested candidates can send their CVs to Kevin Seebaluck, email address [kevin.seebaluck@langorealestate.com](mailto:kevin.seebaluck@langorealestate.com).**