

Swan Forex Ltd is looking for an Assistant - Finance & Admin

Swan Forex Ltd is a licensed Foreign Exchange Dealer operating under the regulatory oversight of the Bank of Mauritius. We specialise in providing comprehensive foreign exchange services tailored to both corporate and individual clients across Mauritius. Operating under the SWAN Capital Solutions brand, Swan Forex Ltd is a wholly owned subsidiary of the SWAN Group - a listed group and leader in the insurance sector in Mauritius.

Situated at Swan Centre, 10 Intendance Street, Port Louis

Duties are as follows:

- Prepare cash movements of the day and help in the effective cash management
- Participate in timely and effective settlement of transactions
- Initiate payment instructions and cheque payments
- Perform bank reconciliations
- Keep proper filing of all dealing and banking records and advices
- Help in the finalisation of monthly management accounts and year-end accounts
- Update transactions on our deal recording system
- Help in daily reporting to BOM on XBRL portal on a timely and accurate basis
- Help in reviewing KYC documents of clients and ensure they are up to date and complete
- Carry out data analytics
- Carry out any other cognate duties as and when required.

We are currently looking for degree holders in Mathematics/Banking & Finance/Business Management

Duration: Contractual Period of 3-6 months

Experience: Not a prerequisite

Remuneration: Remunerated

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

Send your CV/ Motivation Letter on: tony.lim@swancapitalsolutions.com

By: **4th October 2024**

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