

MPH Mauritius is hiring a Trainee Junior Accountant!

MPH Mauritius is a renowned leading technical recruitment services provider specialized in delivering its services in the oil and gas, energy transition, transportation, nuclear energy and water and waste management sectors, with over 35 years of global experience and a footprint that spans across the globe, with its presence in the UAE, Saudi Arabia, Qatar, Yemen, Iraq, UK, France, Finland, Mauritius, Malaysia and Singapore, China, and Indonesia.

Situated at Level 10, Maeva Tower, Silicon Avenue, Ebene.

Duties are as follows:

Job Purpose:

- Assist Accountant in charge in accounting processes, booking of the entries in the ERP-system Accounting Software for the assigned field.
- Ensuring ledgers are reconciled to General Ledger for the assigned entities.

Assist in:

1. Accounts Payable

- Maintenance of vendor database
- Process invoices including data entry, match invoices and LPOs
- Forecast coordination with the treasury department
- Process payment request forms
- Coordination of payment advises to suppliers
- Attend to inquiries and follow-up for payment
- Resolves issues related to supplier invoices and payments
- Maintain the completeness and reliability of A/P and accrual ledgers (opex)
- Verify all requests as per company credit facilities and policies.

2. Bank:

- Cash and bank booking

3. Accounts Receivables:

- Daily customer remittance allocation
- Booking of customer write-offs
- Booking of bad debt provisions

4. Payments:

- Assist on online bank transfers and creation of cheque.
- Petty cash releasing

5. Assist in Month-end closing:

- Preparation of monthly journal entries in a timely and accurate manner
- Perform complex monthly reconciliations of general ledger accounts.
- Review of balance sheet transactions to ensure accuracy, sufficient documentation and ensure all balances are properly supported, and record correct entries as required.
- Cash and bank reconciliation
- Prepare monthly provision of accrued expenses related to subcontractor invoices and consultant's medical insurance.

6. Audit:

- Attend to audit requirements and inquiries.

Skills:

- Attention to detail, thoroughness, organization, analytic and communication skills

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)

LM304: BSc (Hons) Accounting (Minor: Management)

LM304M: BSc (Hons) Accounting (Minor: Management)

Duration: 6 months internship

Experience: Fresh graduates or minimum 6 months of experience Finance/ Accounting position in similar organization will be an advantage.

Remuneration: Remunerated

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

Send your CV/ Motivation Letter on: kkaundun@mphglobal.net

By: **19th July 2024**

Learn more on their company: www.mphexperts.com