



Airports Terminal Operations Ltd (ATOL) has vacancy for the position of Trainee Accounts Officer.

Airport Terminal Operations Limited (ATOL) is a private Mauritian company which has been created in 2008 to operate and maintain the Passenger Terminal and Landside at Sir Seewoosagur Ramgoolam International Airport (SSRIA).

SSRIA has been awarded a number of prestigious international awards in its category including “Best Airport in Africa” by Airports Council International (ACI) and Skytrax for several consecutive years.

We are looking for a passionate, dynamic and results-oriented Trainee Accounts Officers to join us in a collaborative, diverse, inclusive and vibrant environment. This position is designed as a springboard for preparing a career in the field of Accounting & Finance.

Duties of Trainee Accounts Officer.

- To process invoices in accordance with standard procedures, checking for completeness and accuracy of information.
- To input the invoices in accounting software Sage Pastel.
- To send invoices, follow up customer sales reports and audited statements.
- To follow up contracts with commercial dept.
- To locate and extract information from files and records as requested.
- To perform reconciliation of revenues.
- To prepare monthly schedules and dashboard.
- To perform any other cognate duties as may be assigned.

**Qualifications required:**

BSc (hons) Accounting and Finance or ACCA Level 2; equivalent acceptable qualification shall be considered; work experience/internships will be an advantage but not mandatory.

**Duration:** 01 year

**Experience:** Not Applicable

**Remuneration:** Negotiable

**Working Days/ Time:** Day Duty

Send your CV/ Motivation Letter on: ([recruitment@atol.aero](mailto:recruitment@atol.aero))

**Closing date:** 13 May 2024

Learn more on their company: (<https://mauritius-airport.atol.aero>)