



## **Grammont Management Ltd is hiring Accountants Assistant**

- Grammont Management Ltd is a leading management company based in Mauritius and regulated by the Financial Services Commission. With a license acquired in 2021, Grammont has quickly established a reputation for excellence. We are serving clients from around the world, including SPVs, Funds, and Investment Managers incorporated in jurisdictions such as Mauritius, Bermuda, the Cayman Islands, Cyprus, the United Arab Emirates, and beyond.

Born from a desire to bring Swiss-quality services from the island of Mauritius, Grammont Management Ltd has achieved tremendous success in its first year of operation, surpassing \$1bn in assets under administration. This remarkable accomplishment is a testament to the skill and expertise of our team, comprised of individuals from various backgrounds who bring a unique perspective to our work.

At Grammont, we embrace diversity and respect the differences that make our team members unique. We believe that a secure and dynamic working environment, where employees feel valued and respected, leads to better performance and higher satisfaction for everyone involved.

- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius

- Duties are as follows:

- Review investor subscriptions.
- KYC Documentation collection.
- Input and maintain Static data of investors and investments.
- Review fund documentation to ensure all statutory and corporate governance requirements are adhered to before any fund transactions are made.
- Input and process group transactions.
- Process all payment instructions.
- Assist with reconciliations process.
- Complete control sheets for all core processes.
- Ensure all procedures have been followed and supporting documents have been received.
- Ensure any queries or rejected payments are investigated and resolved on a daily basis.
- Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your Team Leader.
- Approve daily trades.
- Work in close collaboration with the corporate finance team and any 3rd parties
- Assist with the processes, procedures and policies relating to fund administration.
- Perform review of NAV for weekly and monthly Fund structures.
- Support in audit planning of companies in the fund department.
- Review statutory financial statements according to IFRS standards. Prepare reports in the IFRS format.



- Ensure tax returns are filed on time.
  - Ensure the debt collections are made within the period set by the Company standards.
  - Follow the directions of the Company or any person on its behalf.
  - Use your utmost endeavours to protect and promote the business and interests of the Company and to preserve its reputation and goodwill.
  - Use the assets of the Company entrusted to you with the utmost care.
  - Submit to the Company or any person on its behalf such information and reports as may be required of you in connection with the performance of your duties and functions under this agreement.
  - Ensure the department is operating in compliance with all internal and legal requirements.
  - Disclose to the Company without delay all acts and omissions which constitute a breach by you or any other employee of obligations to the Company arising from any cause
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- We are looking for degree holders of LM300,LM300E,LM300M,LM301M,LM304,LM304M,LM308M,LME302
  - Duration: Full time
  - Experience: no experience required or experience of 1-2 years
  - Remuneration: 16k-25k
  - Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
  - Send your CV/ Motivation Letter on: [hr@grammontmanagement.com](mailto:hr@grammontmanagement.com)
  - By: 30 January 2024
  - Learn more on their company: [Grammont Management Ltd | Management Company Mauritius](#)