

MAZARS MAURITIUS is hiring for Accounting Assistant

Mazars Mauritius is an internationally integrated partnership, specialising in audit, accountancy, advisory, tax and legal services. Operating in nearly 100 countries and territories around the world, we draw on the expertise of more than 47,000 professionals – 30,000+ in Mazars' integrated partnership and 17,000+ via the Mazars North America Alliance – to assist clients of all sizes at every stage in their development.

Situated at:3rd Floor, Unicorn House Royal Street Port Louis

Duties are as follows:

- Collate, gather and input information from clients in due timeframe
- Manage and reconcile accounts receivables, accounts payable and other balance sheet items
- Prepare bank reconciliations
- Ensure physical and electronic safeguarding of documents are properly conducted
- Ensure receipt of all invoices and documents from clients for processing on a timely manner
- Computation of tax liability
- Manage related party transaction and reconciliation on both the income statement and on the statement of financial position on monthly basis
- Prepare annual working files.
- Draft annual financial statements (AFS)
- Ensure timely submission of timesheet
- Ensure statutory returns are submitted within the prescribed deadline
- Any ad hoc duties as assigned

We are currently looking for degree holders in
Accounting Minor Management
International Business Finance

Banking with Finance
Management with Finance

Duration: Full time

Experience: (Optional) – not necessary.

Remuneration: Negotiable

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

Send your CV/ Motivation Letter on: MRU.HR@mazars.mu

By: **31 March 2024**

Learn more on their company <https://www.mazars.mu/>