

**Animo Associates (Mauritius) Limited**

<b>Job Title</b>	Executive - Accounting Services
<b>Reporting Line</b>	Team Leader/Manager as relevant
<b>Job Purpose</b>	To be responsible for accounting of a portfolio of clients
<b>Key Responsibilities</b>	
<b>Perspective</b>	<b>Responsibilities</b>
<b>Customer</b>	<ul style="list-style-type: none"> <li>• To ensure customer satisfaction and timely delivery</li> <li>• To be quality focus and ensure a good level of service is maintained at all times</li> <li>• To be the point of contact for clients for accounting and maintain a good professional relationship</li> <li>• To be diplomatic and knowledgeable in dealing with difficult situations and able to build trust</li> <li>• To liaise with clients, auditors and other parties on technical matters</li> <li>• To attend to accounting queries of clients</li> <li>• To retain clients</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To monitor accounting billing and also ensure billing for any additional accounting services</li> <li>• To record Timesheets and disbursements on the appropriate system</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• To promote positive attitude and develop team spirit</li> <li>• To motivate other junior staff including Junior Executives and trainees, where applicable</li> <li>• To achieve empowerment through effective delegation with appropriate monitoring of junior staff, where applicable</li> <li>• To coach junior staff including Junior Executives and trainees, where applicable</li> <li>• To retain junior staff including Junior Executives and trainees, where applicable</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• To manage accounting for a portfolio of clients with varying level of complexity, including funds</li> <li>• To identify priorities effectively, balancing importance, urgency and resources</li> <li>• To set targets and design plans to achieve them</li> <li>• To be an effective problem solver</li> <li>• To continually look for opportunities to increase revenue, reduce costs and improve customer service</li> <li>• To liaise and provide assistance to Corporate team and Compliance Team as required</li> <li>• To assist the Team Leader/Manager in attending conference calls.</li> </ul>

	<ul style="list-style-type: none"> <li>• To draft and finalise Financial Statements/Financial Summaries/Tax/VAT/ NPS/PAYE/TDS and other required returns withing statutory deadlines, including outsourcing</li> <li>• To draft and finalise monthly/quarterly management account within deadlines, including outsourcing</li> <li>• To draft and finalise NAV, capital calls, capital account statements and investor statements within deadlines, including outsourcing</li> <li>• To prevent client complaints. To deal with any complaints with the assistance of the Team Leader/Manager to the satisfaction of client.</li> <li>• To deliver according to clients Service Agreements</li> <li>• To ensure adherence to internal policies and checklists</li> <li>• To comply with all relevant Rules and Regulations in Mauritius</li> <li>• To keep updated with global trends and developments in the business, economy and technology</li> <li>• To take responsibility to developing own skills</li> <li>• To perform any other related duties</li> </ul>
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<b>JOB REQUIREMENTS</b>	
<b>Qualifications</b>	Degree Holder in relevant field or relevant professional qualification
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Have previous experience in global business sector</li> <li>• Have a strong knowledge of accounting, tax and audit issues</li> <li>• Have knowledge of regulations governing the global business sector</li> <li>• Have excellent communication skills, verbal and written</li> <li>• Have the ability to work under pressure and a keen eye for details.</li> </ul>
<b>Competencies / Behavioural Skills</b>	<ul style="list-style-type: none"> <li>• Adaptability to change</li> <li>• Customer Focus</li> <li>• Result Orientation</li> <li>• Teamwork</li> </ul>
<b>Experience</b>	Minimum 1 year of relevant experience