

Finance Administrator -Mauritius

The successful candidate will be someone with a background in financial reporting, accounts payable and receivable; and general ledger maintenance. We are specifically looking for someone who is detail-oriented and highly organised. This position is office-based and the candidate would need to travel to the office in Floreal, Mauritius 5 days per week.

AFRICAN DISTRIBUTION STORY

Population growth, rapid urbanisation and the hunger for a better life is accelerating the demand for great products and infrastructure in Africa. On this continent, we are facilitating the convergence of powerful BIM and FOMT technology brands through a continent wide distribution network that specialises in survey, make, build, operate or maintain the products and infrastructure on our continent. Those people are building the future of Africa.

EXPERIENCE



The successful candidate needs to have the following experience:

- A minimum of 1 year professional working experience.
- Previous exposure within an accounting department is a plus.
- An understanding of accounting principles.
- Proficient in Microsoft Excel
- Ability to work independently and as part of a team.
- Ability to prioritize tasks and meet deadlines.

WHAT'S IN IT FOR YOU?

- Competitive Benefits Package.
- Work-life balance.
- An opportunity to learn about our diverse environment and our African footprint.

EDUCATION



- Bachelor's degree in accounting or finance or partly ACCA Qualified.

SKILLS

- Dynamic and team spirit
- Trustworthy and abides to confidentiality protocols.
- strong analytical skills
- Ability to thrive in a fast-paced environment
- Good interpersonal skills
- Accurate and attention to detail.

KEY PERFORMANCE AREAS

- Ensure compliance with company policies and procedures, as well as relevant accounting regulations.
- Prepare journal entries and maintain accurate financial records.
- Process purchase requisitions and perform controls reconciliation.
- Prepares and process receipts and payments.
- Assist with month-end and year-end close processes.
- Assist with audits conducted by external auditors.
- Collaborate with other departments or relevant stakeholders to resolve accounting-related issues.