

First Island Trust Company Ltd and member of Kreston Global, is a leading provider of corporate, trust and fund administration services dedicated to the financial services sector worldwide. We value people, promote equality, integrity and honesty. We are welcoming applications from talented individuals for the below mentioned position:

Corporate Administrative Officer

Job summary

The Corporate Administrative Officer reports to the Manager and is responsible for the administration of a portfolio of clients and ensuring compliance with the Mauritian laws and Local Authorities.

Responsibilities

- Maintaining a portfolio of Global Business and Domestic companies.
- Assisting in the set up and day to day administration of Global Business and Domestic companies.
- Liaising regularly with bankers and government bodies such as the MRA, FSC, Registrar of companies amongst others.
- Ensuring the systematic and timely filling of statutory returns.
- Dealing with accounting team, auditors and clients regarding issues under Mauritian laws.
- Ensuring compliance as per the laws of Mauritius and rules of the FSC and Registrar of Companies.
- Keeping track of clients' billings and following up on accounts receivable.
- Handling client's queries professionally, ensuring client satisfaction & timely service delivery.
- Any other relevant duties such as business facilitation amongst others as may be assigned.

Requirements

- Bachelor's Degree in Law and Management, Law with Finance, Finance with Law or partly ICOSA qualified.
- Experience in Global sector would be an advantage.
- Conversant with Microsoft office.
- Good interpersonal and organisational skills.
- Verbal and written communication skills.
- Self motivated and dynamic.
- Ability to work in team and independently as well.
Prepare to work overtime when required.

Please send application on: fitco-hr2@myt.mu

Closing date: 10 May 2024