

## **Junior & Trainee Accountants**

### ***Role summary and responsibilities***

We have opportunities for highly motivated and driven Accountants with 0–1-year experience. The successful candidates will join a team providing accounting and reporting services to clients, which include, but not limited to, Companies, Trusts, Partnerships, Open-end Funds, Closed-end Funds, Investment Managers, and Investment Advisers, amongst others.

### **Key responsibilities (not limited to):**

- Assisting with the preparation of financial statements in compliance with IFRS,
- Assisting with the preparation of accounting files, including checklists to support the effective review of the financial statements,
- Assisting with the provision of day-to-day financial reporting services to a portfolio of clients and structures, ensuring compliance with internal policies and procedures,
- Ensuring that all day-to-day matters required to be completed are performed in a timely and satisfactory manner,
- Supporting the Team Leader and Manager with the audit process to ensure completion of milestones and deadlines,
- Assisting with the preparation and filing of Annual returns, APS returns, PAYE return, TDS returns, VAT returns, within statutory due dates, and
- Coordinate work of team members.

### ***Skills/ Experience required:***

- 0-1 year of working experience in an accounting or auditing role,
- Holds a degree in accounting and/or finance or has completed Level 1 of ACCA qualification or equivalent,
- Knowledge of Accounting,
- Well organized,
- Attention to details with a strong control mindset,
- Complements formal training with self-learning, and
- Sound interpersonal skills and ability to interact with staff at all levels and various stakeholders.

Interested candidates are requested to send us an application and CV by e-mail to [services@tripro.mu](mailto:services@tripro.mu).