

Trainee & Junior Corporate Services Officer

Role summary and responsibilities

We have opportunities for highly motivated and driven CSOs with 0-1 year working experience. The successful candidates will join a young and dynamic team providing company secretarial and administration 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 incorporation of companies, foundations, partnerships and trusts,
- Assisting with all day-to-day matters required to be completed are performed in a timely and satisfactory manner including monitoring of tasks,
- Assisting with bank account opening, initiate transfers and liaising with the bank,
- Assisting with attending to all required statutory filings with FSC, ROC and other statutory bodies,
- Assisting with convening meetings of directors/shareholders, attend board meetings and assist with drafting minutes and resolutions,
- To assist accountants with their queries and to liaise with them to ensure timely filing of financial statements,
- To liaise with accountants on change in auditors, change in financial year end and accounting,
- Effect customer due diligence (CDD) as per AML laws and maintain an updated list of CDD for all companies,
- Assisting with preparing 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,
- Degree holder in Finance, law and management or holds or has completed ICSA qualification or equivalent,
- Knowledge of company laws, trust laws and securities laws will be a plus,
- Well organised and able to work within tight deadlines,
- Attention to details with a strong control mindset,
- Complement formal training with self-learning,
- Has a proactive mindset and willingness to learn, 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 email to services@tripro.mu.