



omnicane

Integrating Energies

JOB VACANCY

Omnicanne is inviting applications from suitably qualified candidates who wish to be considered for the following post:

- **ACCOUNTS ASSISTANT**

Main Duties

- Provide accounting and clerical support to the accounting department.
- Process bank transactions on the ERP.
- Process invoices from suppliers, prepare payment and reconciliations.
- Ensure proper invoicing, follow-up of debtors and reconciliations.
- Process inter-company transactions and prepare reconciliations.
- Assist in monthly closure as per accounting procedure.
- Ensure proper filing is done as per set standard and requirement.
- Assist auditors during audit period and provide relevant documents when required.
- Ensure that hard and soft copy files are properly kept and archived in relevant folders.
- Participate in stock count as and when required.

Profile

- Team spirit and collaboration.
- Strong communication skills (both written and verbal).
- Good interpersonal skills.
- Ability to make sound and timely decisions and deliver innovative solutions.
- Excellent organisational skills to plan, prioritise and meet deadlines.
- Dynamic, result-oriented, analytical skills, proactive and detail-oriented.
- Good IT skills.

Qualifications

- BSC (Hons) Accounting / BSC (Hons) Accounting & Finance or any equivalent qualification.

Application should be made on application form available on the website and sent, together with detailed CV and copies of certificates/testimonials to:

Human Resources, **Omnicanne**,
Mon Trésor Business Gateway, New Airport Access Road, Plaine Magnien, 51521, Republic of Mauritius
Or

on hromnicane@omnicane.com with mentioned reference: **HR/OL/AA-190625**

Post applied should be clearly specified on application form.

Closing Date: Sunday 06 July 2025

Candidates having previously applied for this post at Omnicane should send a fresh application following this advertisement. Applications received after the deadline will not be considered.

Only the best qualified candidates will be called for interview and the company reserves the right not to make any appointment as a result of this advertisement.

19 June 2025

Omnicanne Limited

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