

## **TRIMETYS LTD is hiring an Accounts Officer!**

Trimetys Ltd is a domestic private company acting as holding company, involved principally in real estate. Cap Tamarin Smart City is one of the main projects of the group.

Trimetys Ltd is found at Cap Tamarin, Barachois Estate, Tamarin

Main duties are as follows:

### **Responsibilities of an Accounts Clerk /Accounts officer.**

- Accounts clerk/Accounts Officer provide accounting and clerical assistance to the accounting department and support to company personal.
- Research track and restore accounting or documentation problems and discrepancies  
Accuracy and attention to details.  
Aptitude for numbers.  
Ability to perform filing and record keeping tasks well organised.

The key activity of accounts clerk is to keep a proper recording of all transactions and a good monitoring of accounts. In order to perform the key activity accurately and efficiently, main tasks must be carried out:

1. Preparation of PO
2. Process invoices.
3. Verification of SOA AP/AR an any accounting docs if any discrepancy.
4. Reporting of AP/AR Ageing.
5. Payment of creditors.
6. Updating accounts AP/AR.
7. Chase AR.
8. Daily enter key data of financial transactions in database.
9. Reconciliation of bank and petty cash in a timely manner.
10. Preparing bank deposit ,General Ledger posting and statement .Keeping Financial report updated ,Preparing report and reconcile bank statement .
11. Manage accounts Payable and Account Receivable.

We are currently looking for degree holders in accounting.

Duration: Full time

Experience: (Optional)

Remuneration: Under YEP Programme/ Rs26 000 + transport allowance, contribution to pension plan and part contribution to medical health scheme

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter on: [hr@trimetys.com](mailto:hr@trimetys.com)

By: **24 April 2025**

Learn more on their company: <https://www.trimetys.com/>