

Animo Associates (Mauritius) Limited is hiring an Associate Executive – Corporate Services!

Animo Associates (Mauritius) Limited is a fast growing licensed Management Company in Mauritius involved in the setting up and administration of various structures (Corporate | Trust | Fund | Foundation | Limited Partnerships | Investment Adviser | Investment Dealer | PCC | CEF | CIS | Single/Multiple Family Office | Freeport | Bank Account Opening | Live and Work in Mauritius | Bookkeeping & Accountancy services | Sale and Purchase of Properties | and others) in Mauritius and other jurisdictions. Our group, an international Corporate Service Provider, is headquartered in the UK and present in MAURITIUS, IRELAND, CYPRUS, DUBAI.

Situated at 8<sup>th</sup> Floor, The Core, 62 ICT Avenue, Cybercity, Ebene 72201, Mauritius

Duties are as follows:

<b>Key Responsibilities</b>	
<b>Perspective</b>	<b>Responsibilities</b>
<b>Customer</b>	<ul style="list-style-type: none"> <li>▪ To ensure customer satisfaction and timely delivery</li> <li>▪ To be quality focus and ensure a good level of service is maintained at all times</li> <li>▪ To be the point of contact for clients and maintain a good professional relationship</li> <li>▪ To be diplomatic and knowledgeable in dealing with difficult situations and able to build trust</li> <li>▪ To liaise with clients and other parties on technical matters</li> <li>▪ To attend to queries of new and existing clients including funds and complex structures</li> <li>▪ To retain clients</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>▪ To monitor and chase debtors to improve debtors collection</li> <li>▪ To monitor billing and also ensure billing for additional services</li> <li>▪ To record Timesheets and disbursements on the appropriate system</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>▪ To promote positive attitude and develop team spirit</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ To assist Executives and Senior Executives</li> <li>▪ To manage a portfolio of clients with varying level of complexity, including funds</li> <li>▪ To identify priorities effectively, balancing importance, urgency and resources</li> <li>▪ To set targets and design plans to achieve them</li> <li>▪ To be an effective problem solver</li> <li>▪ To continually look for opportunities to increase revenue, reduce costs and improve customer service</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To assist the Executive/Senior Executive/Team Leader in attending conference calls from an operational perspective in respect of new/existing companies</li> <li>▪ To organise and attend board, committee and shareholders meetings and draft/send notice and agenda and board packs to clients</li> <li>▪ To draft minutes of meeting and resolutions</li> <li>▪ To organise and maintain statutory records, including the minute's book</li> <li>▪ To liaise and provide assistance to Accounting team, Take On team and Compliance Team as required</li> <li>▪ To assist with compliance control procedures such as Risk Matrix, Client Acceptance, MLRO Report, Independent Compliance Review, Administrators' Compliance Report, Quarterly Compliance Report and other required reports</li> <li>▪ To perform administrative and company secretarial duties on behalf of clients</li> <li>▪ To do proper filing, scanning of statutory files and updating of information on system</li> <li>▪ To check and circulate NAV, capital calls, capital account statements and investor statements within deadlines</li> <li>▪ To assist accounting team by providing necessary documents and information to enable the following: <ul style="list-style-type: none"> <li>▪ Preparation and finalisation of Financial Statements/Financial Summaries/Tax/VAT/ NPS/PAYE/TDS and other required returns withing statutory deadlines</li> <li>▪ Preparation and finalisation of monthly/quarterly management account within deadlines</li> <li>▪ Preparation and finalisation of NAV, capital calls, capital account statements and investor statements within deadlines</li> <li>▪ To file Financial Statements/Financial Summary/Tax/VAT/ NPS/PAYE/TDS and other required returns within statutory deadlines</li> </ul> </li> <li>▪ To prevent client complaints. To deal with any complaints with the assistance of the Executive/Senior Executive/Team Leader to the satisfaction of client.</li> <li>▪ To perform the following additional tasks: <ul style="list-style-type: none"> <li>• Due diligence requirements for new/existing clients and investors including liaising with relevant parties for obtaining same</li> <li>• Filings to be made to the authorities and banks as from incorporation to winding up of companies and ensuring all statutory returns are filed within the prescribed deadline</li> <li>• Other required tasks</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ To deliver according to clients Service Agreements</li> <li>▪ To ensure adherence to internal policies and checklists</li> <li>▪ To comply with all relevant Rules and Regulations in Mauritius</li> <li>▪ To ensure that all entities are in compliance with all relevant laws, licensing conditions, regulations and guidelines</li> <li>▪ To keep updated with global trends and developments in the business, economy and technology</li> <li>▪ To take responsibility to developing own skills</li> <li>▪ To perform any other related duties</li> </ul>
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We are currently looking for degree holders in International Business Management or Law with Management or Management or Finance (Minor: Law)

Duration: Full time

Experience: Optional

Remuneration: Remunerated

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

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

By: 31 March 2025

Learn more on their company: [www.animoassociates.com](http://www.animoassociates.com)