

TGE Management Services Ltd (TGEMS), a Syndic and Property Management Company based on the West Coast of Mauritius, is looking for a dynamic, energetic, highly-motivated and skilled candidate, on a **full-time basis**, for the following job:

ACCOUNTS OFFICER

Duties and Responsibilities

- Perform a variety of duties which involve basic accounting and bookkeeping principles, including overseeing monies collected, posting to accounts and coordinating deposit activities.
- Process purchase invoices, payments and follow up with suppliers.
- Process sales invoices, sales receipts and follow up with debtors.
- Update necessary records, e.g. fixed assets register/Staff vehicle register.
- Provide assistance to managers in cost control.
- Perform relevant cost analysis.
- Assist the accountant in implementing the necessary processes in the automation of internal controls.
- Assist in the preparation of management accounts and budget.
- Prepare summary of expenses and analytical review.
- Prepare balance sheet reconciliations on a timely basis, e.g. bank/creditor/debtor/related schedules.
- Prepare revenue reconciliation reports on a monthly basis.
- Prepare progress payment reports for contractor payments.
- Prepare VAT and TDS returns.
- Prepare stock reconciliation/inventory checks.
- Maintain files, including filing of general ledger journal vouchers, accounts payable documentation, accounts receivables receipts/adjustments and other miscellaneous filings.
- Prepare and maintain accounting documents, records and reports in a timely and accurate manner.
- Maintain regular contact with other departments to obtain and convey information and/or to correct transactions
- Liaise with contact persons for bank queries (transactions).
- Other administrative duties, including but not limited to: typing, copying and making phone calls.
- Any other cognate duties as may be necessary in the circumstances and/or required by the employer.

Candidate Profile

- Higher School Certificate and partly ACCA qualified.
- Above 1 year practical experience in a Finance or Accounting sector
- Knowledge of basic accounting and bookkeeping procedures.
- Knowledge of related computer applications.
- Ability to understand and follow verbal and written instructions.
- Good planning and organizing skills
- Able to work under Pressure
- Attention to details and ability to be multi-task.
- Cooperative and willing to assist others.
- Good communication and coordination with colleagues

If you have the experience, the passion and you want to start your career at TGEMS, please send your CV and motivation letter by email, addressed to: **The Human Resources Department, TGE Management Services Ltd, Tamarin Bay 90992**
E-mail: hrTGEMS@medine.com

Closing Date: 20th June 2017

The Management reserves the right to call only the best qualified candidates for the recruitment exercise, or not to make any appointment following this advertisement.