

MAURITIUS POST LTD

VACANCY FOR THE POST OF ACCOUNTANT

The MAURITIUS POST FOREIGN EXCHANGE CO. LTD (MPFE) is Licensed by the Bank of Mauritius as a Foreign Exchange Dealer to offer Money Transfer and Money Changer Services. We are looking for suitably qualified candidates to fill the post of **ACCOUNTANT** on a permanent basis.

I. QUALIFICATIONS

1. Candidates should possess the followings–

- A. **School Certificate** with credit in at least five subjects including English Language, Mathematics and Accounting
- B. **Higher School Certificate**
- C. **Fully qualified ACCA** or any other alternative equivalent qualifications acceptable to the Board
- D. Candidates should be fully computer literate and conversant with Microsoft Office.

Experience in the FOREX Field would definitely be an advantage.

2. Candidates should also –

- (i) have a positive attitude towards work
- (ii) possess good communication skills
- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have the ability to organise and prioritise workload; and
- (v) be able to work on their own initiative and in teams

II. DUTIES

- 1) Manage all Accounting Transactions
- 2) Prepare budget forecasts
- 3) Publish financial statements in time
- 4) Handle monthly, quarterly and annual closings
- 5) Reconcile accounts payable and receivable
- 6) Ensure timely bank payments
- 7) Compute taxes and prepare tax returns
- 8) Manage balance sheets and profit/loss statements
- 9) Report on the company's financial health and liquidity
- 10) Audit financial transactions and documents
- 11) Reinforce financial data confidentiality
- 12) Comply with financial policies and regulations
- 13) Preparation and submission of Financial Transaction Reporting to the Bank of Mauritius

III. SALARY

- An Attractive Package would be attributable to the Selected Candidate.

IV. MODE OF APPLICATION

Interested and Qualified candidates should submit their application along with educational certificates, birth certificate, National Identity Card, testimonials, curriculum vitae and other relevant supporting documents which should be addressed to the Managing Director, Mauritius Post Foreign Exchange Co. Ltd, 1, Sir William Newton Street, Port Louis, 11328. Envelopes should be clearly marked on the top left-hand corner for the post applied.

V. CLOSING DATE

Application should reach the aforesaid address, not later than 15 00 hours (local time) on Wednesday 9th October 2024. Applications received after the specified closing date and time will not be considered. The MPFE reserves the right –

- (i) to convene only the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

04 October 2024