

2019/08/30

Role: Senior Accountant

Job Title & General Information

Title	Senior Accountant, WPCS
Employment Rate	100%

Location	Port Louis, Mauritius
Division	WPCS
Reporting to	Executive, Finance

JOB PURPOSE

The Senior Accountant is responsible for the maintenance of bookkeeping and accounting for a portfolio of prestigious clients and provide assistance with supervisory tasks and projects as and when required.

RESPONSIBILITIES

Duties/Tasks

- Manage a portfolio of clients and a team of 2-3 Accountants
- Organize workload / manage deadlines including planning for all statutory filings and other client requirements
- Liaise with clients
- Liaise with third parties i.e. with the finance department, banks, FSC, ROC etc
- Update client accounting records
- Review client accounting records
- Preparation of reconciliations
- Prepare financial statements
- Manage and assist with the filing of financial statements
- Preparation and filing of tax / VAT returns
- Preparation and review of various reports for clients i.e. monthly management report
- Preparation, execution and compliance checks of payment instructions
- Preparation of invoices (quarterly function)
- Invoice collection
- Review of work prepared by the accountants within your team
- Review FSC surveys
- Ensure the accountants within your team reach the set accounting targets for each year
- Do performance reviews of the accountants within your team
- Review the timesheets on a quarterly basis of the accountants within your team
- Assist the accountants within your team with any accounting issues that they are unable to resolve themselves
- Regular catch up and meeting with accountants

- Identify training needs within your team
- Provide training to the accountants within your team
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REQUIRED QUALIFICATIONS	
Training	<ul style="list-style-type: none"> • Qualified ACCA or equivalent qualifications (a Degree in Accounting would be an advantage)
REQUIRED COMPETENCIES	
Technical	<ul style="list-style-type: none"> • At least 5 years work experience in a Global Business Sector • 2 years experience in managing people • Well-versed in Tax and Tax Computations.
Soft	<ul style="list-style-type: none"> • Well-developed communication skills are necessary to meet business needs and achieve the highest professional standards. • Dynamic, self-motivated, thorough, well-organised.