



Job Opportunity

Airmate Ltd, a fast-expanding company specialized in the provision of aviation-related services and BPO activities has openings for immediate recruitment for bright and motivated Mauritian citizens to fill the position of:

Accounts Officer *Ref: Airmate/AO/24/001*

Main Accountabilities:

The main responsibility of the Accounts Officer, among others, will be to :-

- Prepare and maintain accounting records on timely basis;
- Assist in the preparation of monthly management accounts and annual financial statements;
- Supervise cash and banking deposits, perform bank reconciliations;
- Payments of suppliers and reconciliation of suppliers' account;
- Responsible for proper timely recording of invoices on the accounting software and systematic filing of all documents;
- Prepare, verify, and update accounting records, reports, and documents (journal entries, account payable invoices, account cheques etc.) in a timely and accurate manner;
- Filing of monthly and yearly statutory returns.

Prerequisites:

Higher School Certificate (HSC) or General Certificate of Education (GCE) 'A' level, with at least 2 subjects at Advanced Level including Mathematics and Accounting, obtained at one and same sitting or an equivalent qualification from a recognised institution.

plus

- ACCA Level 1 **or** Diploma in Finance and Accounting or an equivalent qualification from a recognised institution.
- Minimum 3 years' experience in a similar position and/or accounting field

Note 1: APPLICANTS SHOULD SPECIFY SUBJECTS AND GRADE DETAILS OBTAINED AT SC AND HSC (Indicate Advanced and/or Subsidiary Level) IN THE APPLICATION FORM. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Candidate Profile:

- Good communication skills
- Strong team spirit
- Good organizational skills
- Well versed in accounting software
- Extensive knowledge of excel would be an advantage

Application Procedures:

Interested candidates are invited to send their application on the [Company's prescribed form](#) with full curriculum vitae, motivation letter, supporting educational certificates, documentary evidence relating to work experience and photostat copies of birth with a recent passport-sized photo by **registered post not later than Monday 29th January 2024** at 16h00 local Mauritius time (equivalent to 12h00 UTC).

Applications should be addressed to:
Talent Acquisition Section,
Airmate Limited, P.O Box 441,
Port Louis

Note 1:

- Job reference 'Ref: Airmate/AO/24/001' should be specified on the application form and envelope.
- Applicants should provide Letters of Equivalence from National Equivalence Committee for academic qualifications.
- Applications received incomplete or after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.

Airmate Limited reserves the right: -

- (i) to call only the best candidates to participate in the Selection Process.
- (ii) to offer employment to the suitable candidates on a contract basis.
- (iii) not to make any appointment as a result of this vacancy notice.

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