



WORLD KNITS LTD

Job Profile-Accounts Trainee

With over 30 years of experience in the textile industry, World Knits Ltd, is a leading manufacturer of high-quality knitted garments and exports its products to Europe, USA and South Africa. World Knits Ltd manages their entire production process in house from knitting, dyeing, printing, to finishing with 2 production units in Mauritius and 1 in Madagascar.

World Knits Ltd is seeking an Accounts Trainee on a temporary basis(4-5 months). The potential candidate will report to the Treasury Manager.

DUTIES AND RESPONSIBILITIES

- Provide accounting and administrative support to the accounting department.
- Payment processing: Perform the daily payment of invoices.
- Daily entries of financial transactions in database.
- Preparation of bank deposits, general ledger postings and other statements of accounts.
- Assist the Accountant in reconciling Statement of Accounts of Suppliers to the records of the companies, ensuring all invoices are received and recorded on SAGE.
- Perform any other cognate duties as assigned by Treasury Manager.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in accounting
- Knowledge and understanding and interpretation of Accounting principles and Reporting
- Good knowledge of Microsoft Office

SKILLS

- Excellent Communication skills
- Have good analytical and problem solving skills
- Strong numerical skills
- Ability to work in a team environment
- Good planning and organisation skills

If you are interested, please send you CV at k.ramasawmy@wknits.com