



Harel Mallac & Co Ltd is hiring an Accounts Trainee

Harel Mallac Group was born in the 1830s as a trading house and stands today as a listed entity, with over 100 brands and 24 companies, serving a wide range of industries in Mauritius, the Indian Ocean and Africa. As a group, we believe that our purpose “To Make a Difference for the Better for our people, our performance, our consumers and the planet” is the compass for our actions, and helps us provide long-term value to our clients, a positive environment for our staff, and leave a world of opportunity for future generations. The Group business is classified into five different divisions with different sectors of activity, namely Chemicals, Equipment & Systems, Technology, Travel, Investments and Corporate. Located at Edith Cavell Street, Port-Louis, Harel Mallac & Co. Ltd is the Head Office of the Group.

Situated at 18, Edith Cavell Street, Port Louis.

Duties are as follows:

- Assist in generating entries for stock and non-stock purchasing invoices and allocates to proper General Ledger Account for updating the Creditors Ledger
- Help on in preparing all internal expense invoices concerning fixed assets, stock invoices and records and issue external invoices
- Process payments accordingly to approval matrix and within set deadlines
- Assist in filling up a bank deposit form for all cash and cheques received, effect cash deposits, perform bank reconciliation and update debtors for payment
- 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
- Help in monitoring the list of Open Purchase Orders on system and take required actions
- Assist in keeping all records up to date by maintaining efficient filing system
- Provide assistance in bank reconciliation
- Any other accounting/finance duties that will add value to a fresh graduate’s professional experience

We are currently looking for degree holders in

- BSc (Hons) Accounting (Minor: Finance), BSc (Hons) Accounting (Minor: Management)
- BSc (Hons) Accounting (Minor: Law), BSc (Hons) Management (Minor: Finance)
- BSc (Hons) Accounting (Minor: Business Informatics)

Duration: Full time, for a period of 6 months (Renewable)

Remuneration: Stipend of Rs.15,000 and bus fare refund

Working Days/ Time: From Monday to Friday- 8:15 to 17:30

Send your CV/ Motivation Letter (should precise why this internship is important to them) on: jennifer.ramburn@harelmallac.com by latest **15th July 2023**

Learn more about Harel Mallac Group on: <https://harelmallac.com/>