

Grayson is hiring a Junior Accountant!

Grayson is a Global Talent Provider and we currently have several openings for our clients based in Mauritius, with operations across Europe, Middle East and Africa in the Financial Services, ICT and BPO sectors.

Situated at **DC Urban Terminal, Port Louis**

Duties are as follows:

Responsibilities

- Process with the input of invoices and match with purchase order.
- Prepare payments after approval, posting on system, arrange for signatures and dispatch to beneficiaries.
- Prepare bank reconciliation reports and ensure completeness of transactions.
- Assist with the updating of information for payroll system.
- Prepare, verify and maintain accounting records, reports and documents (journal entries, account payable invoices, account cheques etc.) in a timely and accurate manner.
- Assist in preparation of accounts and fillings.
- Stock control management.
- Other ad hoc responsibilities.

Requirements

- Bachelor Degree in Accounting and Finance, or equivalent.
- Previous Traineeship in Accounting, Finance or Administration.
- Microsoft Office (Excel, Outlook).

We are currently looking for degree holders in BSc (Hons) Accounting (Minor: Finance) LM300E BSc (Hons) Accounting (Minor: Finance) LM300M BSc (Hons) Accounting (Minor: Finance) LM301M BSc (Hons) Accounting (Minor: Taxation) LM302 BSc (Hons) Finance LM303 BSc (Hons) Finance (Minor: Law) LM303M BSc (Hons) Finance (Minor: Law) LM304 BSc (Hons) Accounting (Minor: Management) LM304M BSc (Hons) Accounting (Minor: Management)

Duration: Contractual Period of 12 months

Experience: (Optional) Fresh graduates with previous internships in Accounting/Finance/Administration

Remuneration: Under YEP Programme / Any other

Working Days/ Time: From Monday to Friday - 8:30 am to 5:00 pm

Send your CV/ Motivation Letter on: hello@graysontalent.com

By: **28 April 2024**

Learn more on their company: www.graysontalent.com