



JD for Graduate Hiring - Fund Accountant, Corporate Accounting and Administrator

Role Location: Ebene, Mauritius

Employment Type: Permanent

Role 1: Fund Accountant

The Role & Key Responsibilities:

- Hand on knowledge in accounting in Fund industry would be an advantage
- Preparation and review of NAV reporting pack for funds (both Private Equity or Hedge Funds) based on frequency as required by Clients.
- Preparation and review of monthly, quarterly and annual Account /Financial Statements and at such frequency as required by clients.
- Liaise with auditors to ensure timely completion of audits.
- Involves in Transfer Agency transaction as and when required.
- Holds a degree with a recognized institution. If any ACCA partly qualified or any equivalent qualification is an advantage.
- Proficient in Microsoft Office applications.
- Excellent time and organizational skills to work and meet agreed tight deadlines.
- Hard worker ready to put in the extra hours.
- Good interpersonal communication skills.
- Organized, accurate and willing to learn and take on new tasks.
- Team Player

Role 2: Corporate Accounting

The Role & Key Responsibilities:

- Maintain bank accounts, including bank account opening, initiate transfers and liaising with the bank and any adhoc work assigned by Seniors
- Effect statutory filings with FSC, ROC and other statutory bodies.
- Prepare and file Annual returns, APS returns, PAYE return, TDS returns, VAT returns, Indian tax returns within statutory due dates.
- Prepare simple accounts and tax computations and liaise with auditors.
- Completion and follow-up of Certification, Notarisation, Apostillation, Consularisation of documents on a timely basis
- Holds a degree with a recognized institution. If any ACCA partly qualified or any equivalent qualification is an advantage.
- Proficient in MS Office (Microsoft Word, Excel).

- Able to work under pressure

Role 3: Administrator

The Role & Key Responsibilities:

- Work under the guidance of Seniors and overall supervision of an Operation Unit-Head.
- Assist with maintaining proper records in accordance with internal and legal requirements.
- Maintain bank accounts, including bank account opening, initiate transfers and liaising with bank
- Ensuring that all day-to-day matters required to be completed are performed in a timely and satisfactory manner including monitoring tasks
- Effect statutory filings with FSC, ROC and other statutory bodies.
- Maintain statutory registers.
- Convene meetings of directors/shareholders, prepare Board papers and prepare minutes.
- Prepare and file Annual returns, APS returns, PAYE return, TDS returns, VAT returns, Indian tax returns within statutory due dates.
- Prepare simple accounts and tax computations and liaise with auditors.
- Completion and follow-up of Certification, Notarisation, Apostillation, Consularisation of documents on a timely basis.
- Follow up on executed documents, agreements and ensure on file with proper indexing.
- Any adhoc work assigned by Seniors.
- Holds a degree with a recognized institution. If any ACCA partly qualified or any equivalent qualification is an advantage.
- Demonstrate a client service mindset when servicing the client.
- Proficient in MS Office (Microsoft Word, Excel).
- Good written and spoken communications skills.
- Able to multi-task, prioritize and manage time effectively.
- Excellent organizational and interpersonal skills.
- Goal-oriented and an organized team player.
- Quick learner and able to adapt in different work environment.
- Able to work under pressure.

What you will get in return:

The Apex Group is a global financial services provider with 13,000 staff across 50 + offices globally. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism, Apex provides a global platform to allow you to thrive.

- Exposure to fund structures across different jurisdictions
- Growing organisation & great team culture where driving positive change for our people, planet and society is a key target
- International mobility opportunities – Jump

Additional information:

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences.

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet.

For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>