



Vivo Energy Mauritius Limited is hiring a Finance Assistant!

Vivo Energy operates in Retail, Commercial Fuels, Marine and Aviation, LPG and Lubricants in Mauritius. Our mission is to safely market and distribute energy and petrochemical products while offering innovative value-added services. The company markets differentiated products including Shell V-Power, Shell FuelSave, Fuel Oil Plus and Shell lubricants, and Marine Gasoil, Marine Fuel Oil and Marine lubricants, Jet A1 for Aviation and Shell Gas for domestic and industrial use. The Shell brand has been present in Mauritius since 1905. The company sets the highest HSSEQ standards and is engaged in community projects in health, education and environment as a responsible corporate citizen.

Situated at Mohamedan Cemetery Rd, Port Louis

Duties are as follows:

Purpose

The Finance Assistant plays a crucial role in ensuring that all payments to suppliers and customers' receipts are processed promptly and accurately. He/She is responsible for immediately reversing any returned cheques in the ERP system and maintaining an up-to-date vendor database. Additionally, the Finance Assistant ensures full compliance with the KYC process, converts Purchase Requisitions (PR) into Purchase Orders (PO) on time, and creates or amends contracts in the ERP system on a timely basis. He/She also closely follows up on requests for tenders and quotes.

Position Accountabilities

- To write, update, print and dispatch cheques/ EFT instructions on a weekly basis.
- For each cheque run/EFT instructions, to perform a reconciliation of the physical blank cheques/EFT instructions selected for printing against the manual log.
- To update the bank information of all suppliers in the ERP on a timely basis.
- To handle payment queries from suppliers on a timely basis.
- To reverse returned cheques from customers in the ERP as soon as the cheques has been reversed by the bank.
- To process interbank transfers as and when required such that bank overdrafts are closed on a timely basis.
- To file cheques, bank letters, remittances, EFT instructions & all other documents as per the company's archiving policy.
- To process all cheques and bank transfers received from customers in the ERP on a timely basis.
- To update recurring payments at month-end in the ERP.
- To update TDS applied by customers on corresponding customers' invoices.
- To process return of Cash Advance in the ERP.

- To perform direct allocation for customer receipts in the ERP as far as practicable.
- To promptly release all Cash Hold (CS) upon processing of receipt in the ERP.
- To inform Shell Card department (PSL) via mail of receipt number immediately upon processing of receipts to enable prompt replenishment of cards.
- To release and reconcile bank deposit register with physical receipt at end of each day.
- To monitor and highlight customers not sending in remittances with their payments.
- To perform any other tasks as assigned from time to time by Line Manager.
- To ensure that all payments/receipts have been correctly captured for AP & AR end of month closure.
- To ensure that Bank statements are downloaded on a daily basis.
- To respond to AR allocation queries from the business as and when required.
- To perform monthly interest and bank charges reconciliation.
- To register and amend contracts in the ERP procurement system as and when required.
- To assist the Procurement Manager in organizing all administrative aspects relating to procurement activities such as request for proposals, sealed bids, and price quotes, phone calls to selected suppliers to follow up on requests for tender, intention to quote or reason why not.
- To maintain the supplier database and ensure that it is updated on a timely basis.
- To convert purchase requisitions to purchase orders and create/amend contracts and or any other SAP related activities as per MoA.
- To track the status of purchase requisitions, contracts, and purchase orders.
- To filter purchase requisitions and other procurement requests to correct routes, (verify accuracy, terminology and specifications).
- To assist the Procurement Manager in vetting new suppliers and assist in developing preferred supplier list in support of business requirements.
- To assist the Accounts Payable team in the resolution of problems associated with supplier payment.

Qualifications, Job Knowledge, Skills & Experience

- Preferably a degree holder in Accounting/Finance with at least one year of working experience.
- Highly numerate
- Able to work under pressure and meet tight deadlines.
- Good organizational skills
- Good time management skills
- Ability to work in teams.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- ERP conversant

We are currently looking for degree holders in:

- BSc (Hons) Accounting (Minor: Finance)
- BSc (Hons) Accounting (Minor: Taxation)
- BSc (Hons) Finance
- BSc (Hons) Finance (Minor: Law)

- BSc (Hons) Accounting (Minor: Management)
- BSc (Hons) Banking and Finance
- BSc (Hons) International Business Finance
- BSc (Hons) Accounting (Minor: Law)

Duration: Full time

Experience: (Optional): n/a. Fresh graduates are welcome to apply.

Remuneration: Remunerated

Working Days/ Time: From Monday to Friday - 8:00 a.m. to 5 p.m.

Send your CV/ Motivation Letter on: <https://apply.workable.com/vivo-energy/>

By: **6th September 2024**

Learn more on their company: <https://www.vivoenergy.com/en/where-we-operate/mauritius>