

Job Title	Associate Executive - Accounting Services
Reporting Line	Senior Executive/Team Leader as relevant
Job Purpose	To assist Executives/Senior Executives; and be responsible for accounting of a portfolio of clients
Key Responsibilities	
Perspective	Responsibilities
Customer	<ul style="list-style-type: none"> • To ensure customer satisfaction and timely delivery • To be quality focus and ensure a good level of service is maintained at all times • To be the point of contact for clients for accounting and maintain a good professional relationship • To be diplomatic and knowledgeable in dealing with difficult situations and able to build trust • To liaise with clients, auditors and other parties on technical matters • To attend to accounting queries of clients • To retain clients
Finance	<ul style="list-style-type: none"> • To monitor accounting billing and also ensure billing for any additional accounting services • To record Timesheets and disbursements on the appropriate system
People	<ul style="list-style-type: none"> • To promote positive attitude and develop team spirit
Process	<ul style="list-style-type: none"> • To assist Executives and Senior Executives • To manage accounting for a portfolio of clients with varying level of complexity, including funds • To identify priorities effectively, balancing importance, urgency and resources • To set targets and design plans to achieve them • To be an effective problem solver • To continually look for opportunities to increase revenue, reduce costs and improve customer service • To liaise and provide assistance to Corporate team and Compliance Team as required • To assist the Executives/ Senior Executives/Team Leader in attending conference calls. • To draft and finalise Financial Statements/Financial Summaries/Tax/VAT/ NPS/PAYE/TDS and other required returns withing statutory deadlines • To draft and finalise monthly/quarterly management account within deadlines • To draft and finalise NAV, capital calls, capital account statements and investor statements within deadlines

	<ul style="list-style-type: none"> • To prevent client complaints. To deal with any complaints with the assistance of the Executives/Senior Executives/Team Leader to the satisfaction of client. • To deliver according to clients Service Agreements • To ensure adherence to internal policies and checklists • To comply with all relevant Rules and Regulations in Mauritius • To keep updated with global trends and developments in the business, economy and technology • To take responsibility to developing own skills • To perform any other related duties
--	--

JOB REQUIREMENTS	
Qualifications	Degree Holder in relevant field or relevant professional qualification
Technical Skills	<ul style="list-style-type: none"> • Have a basic knowledge of accounting, tax and audit issues • Have excellent communication skills, verbal and written • Have the ability to work under pressure and a keen eye for details.
Competencies / Behavioural Skills	<ul style="list-style-type: none"> • Adaptability to change • Customer Focus • Result Orientation • Teamwork
Experience	Not required