

JOB OPENINGS



QURA.

OUR OFFICE:

Ground Floor, The Country Side, Viveda Business Park, Moka

M: +230 5727 8030

E: recruitment@quraservices.com

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About Us

QURA stands as a beacon for what we term "caring intelligence". The essence of our name, borrowed from the Latin word "cura", is synonymous with "care" and epitomizes our dedication to provide solutions that blend professionalism with a touch of heartfelt warmth. The letter "Q" in our name symbolizes the diverse forms of intelligence - IQ, EQ, SQ ... - that we infuse into our professional endeavours to help our clients achieve sustainable business success whilst making a positive impact in their stakeholder engagement.

Our team of professionals takes a client-centric approach and provides solutions that are uniquely crafted to suit your requirements. We offer a wide spectrum of services in **Business Strategy, Financial Analysis & Reporting, Human Capital Development, Governance, Risk & Compliance and Sustainability**. Our objective is to partner with you by allowing you to focus on your core business and outsource other services to us.

QURA will assist you in becoming more efficient and effective, optimizing client satisfaction and engagement among stakeholders and employees, thereby enhancing your enterprise value and shareholder returns.



Position Overview

Oversee and execute the compliance activities in the client's portfolio. Ensure company and client adherence to relevant laws, regulations, industry standards and practices.

Requirements

Degree Holder in LLB, Economics and Law, Management with minor law, Law and Criminal Justice.

Key Responsibilities

- Conducting screening (using screening software and key-words based internet searches).
- Reviewing KYC documents and writing reports.
- Assist the team in reviewing documents.
- Assist in liaising with training institution, handling MQA approvals for professional training courses.
- Assist in research on specific governance, risk and compliance items.
- Support the team in the different tasks and delivery of assignments.

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Position Overview

Execute company administration, compliance, and accounting tasks, but not limited to preparing financial statements and reporting on financial position whilst adhering to all regulatory guidelines and procedures.

Requirements

Degree Holder in Accounting, Finance and International Business Finance.

Key Responsibilities

- Prepare and review monthly/quarterly management accounts for a portfolio of clients.
- Prepare and review year-end financial statements in accordance with Accounting standards for a portfolio of clients.
- Assist in preparing payroll, audit schedules, reports, tax returns, financial statements and other reports.
- Prepare and present financial reports at board meetings/monthly management meetings as required.
- Liaise with auditors, clear audit queries and assist in the finalisation of financial statements.
- Compute and review the statutory returns in the field of accounting.
- Ensure compliance of clients with the regulatory environment.
- Maintenance of accounting records for a portfolio of clients, as well as protecting sensitive and confidential data.

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