



Ariva Logistics is hiring a Accounts Executive!

Ariva Ltee is Ariva Logistics is recognised as one of the leading freight forwarding companies in Mauritius committed to provide quality logistics solutions essential for the success of your business in today's competitive world. Ariva Logistics excel in providing a full spectrum of services and precise solutions to customers' shipping and logistics requirements worldwide. With the high level of dedication and professionalism of our people, we coordinate and monitor round the clock the cargo movement during all the transportation stages. Ariva Logistics offers a mix of products from port-to-port service to door-to-door delivery, especially for consignee-controller business. In our portfolio of products and services, we provide Airfreight, Air charters, Ocean freight, Combined Transportation, Breakbulk, Warehousing & Distribution, Inland transportation, Freeport services, Project cargo, and Consultancy.

Situated at **Macadam Road Tombeau Bay**

Duties are as follows:

- Financial Record-Keeping – Maintain accurate financial records, including invoices, receipts, and payments.
- Accounts Payable & Receivable – Process invoices, track payments, and ensure timely collections.
- Bank Reconciliation – Reconcile bank statements with company records to identify discrepancies.
- Budgeting & Forecasting – Assist in preparing financial plans and monitoring expenses.
- Tax Compliance – Prepare tax returns and ensure adherence to tax laws and regulations.
- Financial Reporting – Generate monthly, quarterly, and annual financial reports.
- Expense Monitoring – Review and control company expenses to prevent overspending.
- Audit Support – Assist with internal and external audits by providing necessary documents.

- Financial Policy Compliance – Ensure adherence to financial policies and procedures

We are currently looking for degree holders in

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

Duration: Full time

Remuneration: Negotiable

Working Days/ Time: From Monday to Friday- 8:30 to 16:15

Send your CV/ Motivation Letter on: pallavi.mru@ariva-logistics.com/ hr.mru@ariva-logistics.com

By: **20th March 2025**

Learn more on their company: : <https://ariva-logistics.com/>