

	<b>JOB DESCRIPTION</b>
<b>Email Address</b>	jobs@jcicm.com
<b>Job Title</b>	<b>ACCOUNTS OFFICER</b>
<b>Hierarchical N+1</b>	<b>HEAD OF ACCOUNTING</b>
<b>Functionnal N+1</b>	<b>ACCOUNTANT</b>
<b>About us</b>	
<p>JC Hub Services, an international fast-growing shared services centre of excellence. We provide comprehensive supply chain, accounting and IT solutions tailored for the unique needs of our clients in Mauritius &amp; across Africa. We are seeking dynamic, rigorous &amp; innovative team members to join us.</p>	
<b>Scope</b>	
<p>The Accounts Officer is responsible for managing day-to-day accounting operations, including processing financial transactions, maintaining accurate financial records, and performing account reconciliations. The role supports the preparation of financial reports and ensures compliance with internal procedures and statutory requirements. The Accounts Officer also assists the finance team in maintaining effective financial controls and supporting overall financial management.</p>	
<b>Missions</b>	
<p><b>- <u>People</u></b></p> <ul style="list-style-type: none"> <li>- To collaborate effectively with colleagues, management, suppliers, and other stakeholders by providing accurate financial information, maintaining professional relationships, and ensuring clear communication on accounting matters. The Accounts Officer contributes to a supportive and efficient finance environment through teamwork, reliability, and a high level of integrity.</li> </ul> <p><b>- <u>Process</u></b></p> <ul style="list-style-type: none"> <li>- To ensure that all accounting transactions are processed accurately and in a timely manner, while following established financial procedures and internal controls to support efficient and reliable financial operations.</li> <li>- Proper usage of ODOO accounting ERP.</li> </ul> <p><b>- <u>Performance</u></b></p> <ul style="list-style-type: none"> <li>- Process supplier invoices and ensure accurate recording in the accounting system.</li> <li>- Prepare and process payments to suppliers, reconcile supplier and customer statements.</li> <li>- Maintain accurate accounting records and documentation, post journal entries and update the general ledger.</li> <li>- Perform bank reconciliations regularly and investigate and resolve discrepancies in financial records.</li> <li>- Assist in the preparation of monthly, quarterly, and annual financial reports.</li> <li>- Support the preparation of management accounts.</li> <li>- Ensure compliance with tax regulations such as PAYE, VAT, or other statutory requirements.</li> <li>- Assist during internal and external audits.</li> <li>- Ensure supporting documents are properly maintained for audit purposes.</li> <li>- Maintain proper filing of financial documents.</li> <li>- Support the finance team with other accounting and administrative tasks.</li> </ul>	
<b>Skills</b>	
<p><b><u>Competences :</u></b></p> <ul style="list-style-type: none"> <li>- Studied Accounting, or a related field, Diploma or Bachelor's degree in accounting or finance.</li> <li>- 1 years of experience in accounting, or a similar role,</li> <li>- Knowledge of <b>tax compliance</b> such as PAYE, VAT, and statutory filings.</li> <li>- Exceptional communication skills and the ability to work collaboratively,</li> <li>- Proficiency in financial software and Microsoft Excel and ODOO ERP (to be trained),</li> <li>- English/french.</li> </ul> <p><b><u>Soft skills :</u></b></p> <ul style="list-style-type: none"> <li>- Rigor and autonomy.</li> <li>- Attention to detail – ability to work accurately with financial data.</li> <li>- Adaptability to a multi-cultural environment.</li> <li>- Time management – ability to meet deadlines and manage multiple tasks.</li> <li>- Teamwork – ability to work effectively within the finance team.</li> </ul>	

- Communication skills – ability to communicate with suppliers, management, and colleagues.

**Travels** : Moderate