



**Job Title: Senior Accounts Officer**

**Department: Finance**

### **Job Summary**

Ensure recognition of all revenue and expenses on an accrual basis in the appropriate accounts and cost centre.

### **Main Responsibilities**

- Verify that invoices submitted for payments include all supporting documents and proper approval received.
- Process invoices for cheque payment and record expenses by standing order, direct debit, bank transfer.
- Verify that appropriate GL code and cost centre are recorded.
- Record monthly journals in relation to provisions, accrued expenses, staff deductions.
- Prepare monthly schedule of entities and analyse the variance report with explanatory notes.
- Reconcile inter-company balances.
- Prepare monthly /yearly TDS return to MRA and issue TDS certificates to suppliers.
- Prepare annual Statement of goods and services to MRA.
- Prepare statistical report CSO on a quarterly basis.

### **Job Requirements**

- Degree in Finance, ACCA Level 2.
- 3 years experience in a similar position.
- Accuracy and attention to details.
- Well versed with MS office tools (Excel and PowerPoint).

**Interested candidates are requested to send their CV with reference 2021SAO Senior Accounts Officer as subject on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.