



Job Title: Senior Accounts Officer

Department: Finance

Job Purpose

The Senior Accounts Officer ensures a seamless reporting and operations of the Financial Reporting functions.

Main Responsibilities

- Assist in the preparation of underwriting results.
- Assist in Reinsurance accounting, prepare quarterly statement of account to reinsurers and allocation of payments.
- Assist in processing of invoices, record monthly journals entries for specific and recurrent items and ensure that accruals and prepayments are systematically monitored.
- Prepare monthly schedule and analyze the variance report with explanatory notes.
- Assist in preparation and monitoring of budget.
- Maintains inter-company balances by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Prepare statistical report for FSC, MRA, BOM.
- Ensure timely payment and submission of FSC fees.
- Attend to internal and external auditors' enquiries.
- Remain abreast of IFRS updated.

Job Requirements

- Degree in Finance, ACCA Level 2
- Previous Credit Control experience with at least 3 years' experience in a supervisory position.
- At least 3-years relevant working experience in a similar position.
- Fully conversant with MS Office Tools.
- Excellent organisational skills.
- Strong attention to detail with ability to work in a team.
- Ability to work under pressure and tight deadlines.

- Positive attitude and result oriented.

Interested candidates are requested to send their CV on 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