



**Job Title: Accounts Officer**

**Department: MUA Life (Finance)**

### **Job Purpose**

Process and reconciliation of entries for accurate management accounts.

### **Main Responsibilities**

- Process journal entries to ensure all business transactions are processed.
- Reconcile sub ledger accounts on a monthly.
- Issue cheques and bank transfers.
- Setting up of standing orders for pensioners and follow up.
- Process Commission payment for agents and banks and attend to their queries.
- Assist auditors during annual financial audit process.
- Verification and processing of investment data.
- Any related duties as assigned by the Manager.

### **Job Requirements**

- HSC or an equivalent qualification.
- ACCA Level 1
- At least 2-year relevant working experience in a similar position.
- 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.
- Fully conversant with MS Office Tools.

**Interested candidates are requested to send their CV 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.