

VACANCY

Archemics Ltd, a subsidiary of Harel Mallac & Co. Ltd, is recruiting in the Finance Department. The job incumbent shall report to the Finance Business Partner.

Accounts Officer

Main Responsibilities:

- Assist the Accountant for the maintenance of financial accounts by ensuring that the accounts reflect a fair and true depiction of the financial performance and checking that all information are meeting financial standards and are providing accurate information,
- Assist Accountant in the preparation of monthly Management accounts,
- Ensure that month end checklist is followed for all sections within the Department,
- Preparation of monthly accruals & prepayment schedules,
- To prepare monthly reconciliations schedules,
- Maintain an updated FAR on a monthly basis,
- Processing of capital expenditures invoices,
- Assist Accountant in Internal and External Audit,
- Adhere to applicable accounting and Company's rules and standards at all times.

Candidate's Profile:

- ACCA Level 2 or any equivalent combination of education and experience
- Proven experience of at least 3 years in a similar position
- Sound knowledge of accounting software(s) (Sicorax / SAGE)
- Fully computer literate
- Dynamic, good interpersonal, results-driven approach, analytical skills, pro-active and detail oriented

Application with full CV should be sent to:

HR & Talent Manager
Archemics Ltd, Bois Marchand, Terre Rouge
nicolas.nayna@archemics.mu

Closing Date: 11th of June 2021

Only the best candidates will be selected for interview.
Archemics is an equal opportunity employer.

Please consult our [Privacy Notice on www.harelmallac.com](http://www.harelmallac.com) or Archemics website to know more on how we process your personal data.



Archemics Ltd, Bois Marchand, Terre Rouge, 21401, Ile Maurice.

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