



M A T C O

THE MAURITIUS ADMINISTRATION & TRUST COMPANY MATCO LIMITED

VACANCY: SENIOR CLIENT ACCOUNTANT

Purpose of the Role

The role of the Senior Client Accountant is to assist the Client Accounts Manager in the preparation and filing of accounts and returns for MATCO clients. He/she should ensure that clients are provided with the best quality of service and that all requests are attended to in a timely manner.

Core Accountabilities

- Responsible for the portfolio of MATCO clients' accounts and ensure respective deadlines are met
- Prepare financial statements in IFRS format for Global Business Companies, International, Authorised and Domestic Companies including consolidation accounts
- File the financial statements/summary within due date (E-filing)
- Prepare management accounts on a regular basis (monthly, quarterly and/or half yearly) or upon client's and/or management request including during winding up and transfer of entities
- Prepare Trust accounts
- Prepare and file Corporate Tax, APS, VAT, TDS and Payroll (PAYE, NPS and NSF) returns within due date
- Comply with IFRS and be up to date with related laws
- Responsible for payroll processing for client companies and issue payslips
- Issue statement of emoluments and statement of income received wherever applicable

- Liaise with auditors and clients for queries/requests pertaining to the preparation/audit of financial statements
- Liaise with clients and other business units concerning all accounting issues
- Ensure all FSC surveys for each client are submitted as per FSC deadlines
- Prepare solvency test for dividend declaration
- Participate in safekeeping of original statutory documents

Profile

- Degree holder in accounting and/or ACCA-qualified (fully/partly)
- A minimum of five years of work experience in a similar role
- Client and service-focused
- Energetic, enthusiastic and resilient to pressure
- Good verbal, written and interpersonal skills
- Strong communication skills in both English and French
- Ability to work in a team

ABOUT MATCO

Established in 2005, MATCO is one of the leading independent management companies in the international financial services sector. MATCO is fully regulated by the Financial Services Commission in Mauritius. It offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV
by email to hr@matcotrust.com
Deadline for submission: 31st January 2023