



# THE MAURITIUS ADMINISTRATION AND TRUST COMPANY MATCO LIMITED

## (Junior) Client Accountant

### Purpose of the Role

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

### Core Accountabilities

- Assist the team members in the preparation of financial statements in IFRS format for Global Business Companies, International Companies, Authorised Companies, Domestic Companies and Trusts.
- Assist the team members in the completion of returns to be filed with the Authorities.
- Assist the Team in completing FSC surveys on a quarterly, annual or semi-annual basis.
- Assist the Team in preparing management accounts for FATCA/ CRS reporting purposes.
- Assist in updating and cleaning up ledgers.
- Bookkeeping and monthly bank reconciliation.
- Comply with IFRS and be up to date with related laws.
- Liaise with clients and other business units concerning all accounting and tax issues.
- Attend to any other cognate duties as and when necessary.

### Profile

- Bachelor's degree in accounting and/or ACCA qualified (fully/partly).
- A minimum of two to four years of experience.
- Thorough understanding of client accounting and related matters.
- Energetic, enthusiastic and resilient to pressure.
- Strong analytical, judgement and problem-solving skills.
- 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](mailto:hr@matcotrust.com)

Deadline for submission: 18 April 2025