

## **Recruiting for an Accounts Officer!**

ABZ is offering a great opportunity to join our accounting team, embark on an amazing journey to grow your skills, knowledge and accounting capabilities, creating a bright future for you.

Who is ABZ Group?

Maybe you heard of some of the many subsidiaries which form part of our group, such as: Deals.mu, Otayo.com, MauritiusAttractions.com, Ciné sous les Étoiles, Restaurants.mu and many more!

At ABZ Group we believe in a modern work environment whereby career growth is privileged, our selected candidate will be given the opportunity to be mentored and to reach their highest potential.

### **Who are we looking for?**

We are looking for a dynamic candidate, freshly graduated or mid-level professional to join our growing team as Accounts Officer, handling mainly receivables and payables accounting. The ideal candidate will have to be outgoing, organized, responsible and very good at attention to details.

### **Position Requirements:**

- Academics: HSC, ACCA certification, or Diploma/Bachelor's degree or a certificate preferred in Accounting or any related field
- Experience: 1 - 3 years of experience
- Salary Scale: Rs 18,000- Rs 28,000 (Depending on Qualification and Experience)

### **Skills and persona:**

- Adept computer skills and proficiency using programs like QuickBooks and Microsoft Excel
- Advanced math skills to keep accurate records and supervise the bookkeeping of an organization
- Excellent organization skills for maintaining clear, accurate and meticulous financial records for a company
- Attention to detail for ensuring the accuracy of a company's records and invoices
- Multitasking in order to successfully handle multiple accounts, invoices and payments at various stages of execution
- Excellent efficiency for handling any accounting issues quickly with minimal interference
- Accounting Officers must be able to dissect complex financial information to spot errors or discrepancies

- Staying up-to-date with changing financial regulations and ensuring that financial records are in compliance with legal requirements is essential

### **Main Duties and Responsibilities :**

- Review and verify invoices and check requests.
- Sort, code and match invoices.
- Set invoices up for payment.
- Enter and upload invoices into the system.
- Prepare and process electronic transfers and payments;
- Prepare and perform check runs.
- Post transactions to journals, ledgers and other records.
- Monitor accounts to ensure payments are up to date.
- Research and resolve invoice discrepancies and issues.
- Reconciles processed work by verifying entries and comparing system reports to balances.

### **What we offer:**

- Ideal, modern and friendly working environment
- Opportunity for you to be mentored, learn and grow within the company.
- Comprehensive Staff welfare program with many benefits

### **How to apply?**

If you think you have the following skills and fit the criteria, send your candidacy by email to [hr@abzgroup.info](mailto:hr@abzgroup.info) or [abzglobalrecruitment@gmail.com](mailto:abzglobalrecruitment@gmail.com) or apply directly via linkedin.

We look forward to meeting prospective candidates who will fit in this position and grow within the company!