



JOB DESCRIPTION

POSITION TITLE:	Accounts Officer (Accounts Payable/Accounts Receivable)
JOB REFERENCE:	AO/2023/1
REPORTS TO:	Senior Accounts Officer
SECTION:	Accounts Receivables/Accounts Payable
DEPARTMENT:	Finance & Accounting

JOB SUMMARY

To ensure the processing of accounting data and assist in the preparation of monthly management accounts/statutory financial reports as well as the revenue budget.

PRINCIPAL ACCOUNTABILITIES

Accounts Receivables

- To assist in the preparation of revenue budget in collaboration with Manager Finance & Accounting.
- To invoice in Accounting package.
- To provide data/statistics on revenue to the Executive committee.
- To compute ratio analysis on financial and non-financial indicators.
- To compute aeronautical and non-aeronautical charges for invoicing purposes.
- To monitor debtors and send regular statements to ensure prompt payment.
- To reconcile car park revenue cash book with bank statement.
- To collect cash and cheques for banking purposes and reconciling of cashbook.
- To deal with external auditors.
- To review the accruals and prepayments.
- To prepare schedules for management and auditors on a regular basis.
- To clear all payments and updates the cash book.
- To keep and reconcile all foreign accounts on a monthly basis.
- To perform any other cognate duties as may be assigned.

Accounts Payable

- To ensure the processing of accounting data and assist of monthly management accounts and statutory financial reports.
- To be responsible for Accounts Payable.
- To be responsible for the management of cash flows, creditors and Fixed Assets.
- To process payments, both local and overseas, and liaise with banks.
- To prepare cheques in sage Accounting software.

PRINCIPAL ACCOUNTABILITIES

- To input the monthly payroll in the Sage accounting software.
- To ensure that posting of payments/receipts vouchers in Sage Accounting Software are done daily.
- To assist in the preparation and monitoring of budgets.
- To prepare, maintain and update cash book and bank reconciliation on a monthly basis and ensure proper filing.
- To gather accounting data and prepare clear and comprehensive reports so as to meet deadlines.
- To understand and apply relevant International Accounting Standards.
- To ensure that the fixed Assets register and W.I.P are regularly updated.
- To carry out the annual stock take.
- To prepare monthly schedules and yearly schedules for External Auditors.
- To liaise with external auditors.
- To perform any other cognate duties as may be assigned

PERSON SPECIFICATION

Knowledge:

- A Diploma in Accounting/ Finance or min ACCA Level 1 or equivalent qualification acceptable to the company.
- At least 1 year of working experience in an accounting field.

Skills:

- Strong interpersonal and organization skills
- Organised, detail oriented and self-motivated
- Strong analytical skills and technical ability
- Fully conversant with MS Office Suite and good knowledge of an accounting software.

Attitude:

- Ability to work during odd hours and under pressure while meeting tight deadlines.

OTHER INFORMATION

How to apply?

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 26 April 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

Applications should be addressed to:

Human Resources Department
Airport Terminal Operations Ltd (ATOL)
Passenger Terminal Building
SSR International Airport
Plaine Magnien
Mauritius

Notes:

- Successful candidates will initially be employed on contract basis for a period of one year with the possibility of permanent employment thereafter based on satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, successful candidates will be required to submit a certificate of character as per the Company Policy.
- Applicants should be Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

An Equal Opportunity Employer