

Finance Manager

Location: Mauritius

Role Purpose

The Finance Manager is responsible for supporting the finance department and management team by managing financial reporting and recording.

Primary Relationships

Internal Contacts

- Finance Managers
- CFO
- Finance team
- Department heads

Key Accountabilities and responsibilities

Financial Recording and Reporting

- Review GL code VAT type for PO raised by all departments
- Review weekly payments prepared by Accountants and Account Officers
- Process payroll journal for GSL, Grit Dubai & Grit Mgt SA
- Reconcile payroll and related taxes and social security control accounts
- Update and reconcile prepayment schedule- All Mauritian entities
- Update & reconcile deferred expenses schedule- All Mauritian entities
- Process month end journals Euro and USD (include posting of amortisation, deferred expenses, lease, NED fees, audit fees, and other ad hoc journals)
- Post month end accrual journal for all companies (based on PO listing)
- Update & reconcile accruals schedule
- Update monthly debt structure schedule
- Update monthly debt structure schedule
- Prepare Project schedule for investment team sign off
- Update travel expenses schedule for variance analysis
- Reconcile staff advance accounts and send for payroll deduction and sign off by COO
- Post external loan interest journal
- Post loan receivable interest journal
- Review monthly TDS return prepared by Account Officer
- Review TB for all Mauritian entities
- Prepare and/or review EURO TB's: Leisure Property Northern
- Prepare and/or review EURO TB's: Mara Delta Mauritius Properties

External Contacts

- Audit Firms
- Review EURO TB's
- Investment property: Post FCTR on Barclays
- EURO loan revaluations
- Journal review: Review Snr Accountant's journals relating to fixed assets and EURO companies
- APS Calculation & filling
- Corporate Tax filing
- Manage external and internal audit process
- Yearly preparation of financial statements for subsidiary Mauritian companies
- Group AFS
- Post elimination of rental guarantees
- Review and post elimination entries (dividend, interest, revaluation of shares, etc)
- Update interco matrix and follow up on differences
- Inter co group loan
- Interco Current
- Clearing of current account
- Update Contra account matrix and follow up on differences
- Intercompany matrix
- Ensure that policies and procedures are documented
- Ensure that policies and procedures are being followed
- Exception reporting
- Budget workings
- Monthly FCTR posting
- IMF Survey
- ESSNAC survey
- Mentoring of employees

Competencies and Technical Expertise

Competency / Performance

- Working with People
- Presenting & Communicating Information
- Writing & Reporting
- Applying Expertise & Technology
- Analysing
- Following Instructions & Procedures
- Coping with Pressures & Setbacks

Technical / Professional Expertise

- Understanding of IFRS
- Excellent aptitude on Excel
- Experience with standard accounting software
- Understanding of budgetary principles

Required experience, Qualification & Skills

- Minimum of 5 years' working experience in Finance Function
- Working experience in a Big 4 would be an advantage
- ACCA Qualified, CFA or master's in finance
- Excellent interpersonal skills and ability to communicate with stakeholders at all levels.
- Resilient personality

Organisational / Reporting Structure

