

WE ARE HIRING

Accounts Analyst (Ref: AA/BL/0724)

(Accounts Receivable)

We are looking for an Accounts Analyst who will play a vital role in supporting the finance and accounting team in various tasks by overseeing and optimising the accounts receivable process. The Accounts Analyst will be responsible for day-to-day financial transactions relating to invoicing, receivables, and other ancillary tasks.

KEY RESPONSIBILITIES

- Ensure prompt collection of outstanding receivables through effective communication with clients.
- Prepare and analyse reports related to accounts receivable, ageing, and cash flow.
- Provide regular updates on receivables performance to management.
- Investigate and resolve billing and payment disputes.
- Perform day to day financial transactions, including verifying, posting and recording accounts receivables and payables data.
- Address any billing discrepancies and reconcile accounts.
- Collaborate with the finance team to contribute to the overall financial reporting process including month-end closure of accounts, preparation of financial statements and other financial reports.
- Prepare and submit financial reports to regulatory bodies in a timely and accurate manner.
- Collaborate with various departments to gather financial information for budgeting and reporting purposes.
- Assist in the preparation and consolidation of annual budgets.
- Monitor actual results against budget and provide variance analysis.

QUALIFICATIONS & EXPERIENCE

- Higher School Certificate
- Level 1 ACCA-ACA qualification and studying towards completion of ACCA level 2
- 1-2 years of working experience

OTHER PREREQUISITES

- Team Player
- Detail oriented and ability to prioritise work and meet deadlines
- Excellent organisation skills
- Good communications skills -both written and verbal
- Ability to work under pressure
- Computer literate particularly in Excel and MS Office Suite

Candidates are invited to send their application letter and detailed CV via e-mail to info@bloomage.mu with reference "Ref: AA/BL/0724." in the subject title.

Closing Date: 31 July 2024

Only the best candidates will be called for an interview.