

TALENT SEARCH

AXIS Fiduciary Ltd is an award winning professional services provider operating in the Global Business sector with a particular focus on Africa. We are a team of qualified professionals made up of accountants, secretaries and graduates providing a world-class service to our international client base. If excellence is what you aspire to, **AXIS** is willing to offer you the opportunity to unlock your full potential through its tailor made training program, on-the-job coaching and exposure to international finance. **AXIS** is an equal opportunity employer which values the contribution of its employees and recognises the input of each member of staff in the growth of the firm.

We are currently looking for candidates with the right profile to fill in the following positions;

Senior Client Executive (SCE)

The Senior Client Executive will act as main point of contact and be responsible for a portfolio of clients comprising of Global Business and private client structures. He/she will mainly carry out corporate secretarial duties, including statutory filings, attendance to board meetings and processing of payment instructions. In addition, the SCE will drive incorporation of client entities and liaise with the relevant regulatory bodies.

Client Executive (CE)

The Client Executive will be responsible for a portfolio of clients comprising of Global Business and private client structures. He/she will mainly carry out corporate secretarial duties, including statutory filings, attendance to board meetings and processing of payment instructions.

Fund Administrator (FA)

The Fund Administrator will be involved in the setting up of various types of closed-end fund structures, investor on boarding and customer due diligence. He/she will assist in the capital call, investment, divestment and distribution processes including the approval of transactions through written resolutions and board meetings. The FA will also be responsible for day to day administrative matters such as processing bank transfers, updating relevant registers and circulation of investor communications.

Assistant Accountant (AA)

The Assistant Accountant will be responsible to perform a variety of accounting duties including, but not limited to preparation of financial statements for GBC1 and GBC2, preparation of the audit file and follow up with the auditor, ensuring that all returns are submitted to the relevant authorities.

APPLY NOW

Please send your CV and motivation letter to the attention of the HR Manager clearly indicating your salary expectations by email to careers@axis.mu

Deadline for Applications: 16 February 2018

The company reserves the right not to entertain any late submission and any application that it deems inappropriate.



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