

METRO EXPRESS LTD

VACANCY FOR THE POST OF ACCOUNTS CLERK

The Metro Express Ltd (MEL) is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered on a contractual basis for the post of **Accounts Clerk** for an initial period of two years in the **MEL** including one year's probation.

A. Qualifications:

Candidates should possess:

- (a) A Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Accounting or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level".
- (b) Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills).

OR

Equivalent qualifications to (a) and (b) above acceptable to the **MEL**

Candidate should:

- (a) have good knowledge of financial and accounting procedures;
- (b) possess analytical, communication and interpersonal skills; and
- (c) be computer literate and be fully conversant with computerized accounting systems

Candidates should produce written evidence of knowledge claimed.

B. Duties

1. To assist the Accountant in the performance of his duties;
2. To maintain accounting records and assist in the preparation of annual financial statements and other financial reports;
3. To prepare cash flows forecast and assist in the monitoring of the cash flow positions of the MEL;
4. To examine and process payments and to effect transfers of funds in respects thereof ;
5. To post day to day transactions and to keep update procedures process and control;
6. To prepare payments and issue cheques to suppliers within the prescribed delay;
7. To do bank reconciliations and maintain stock;
8. To use ICT in the performance of his duties; and
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounts Clerk in the roles ascribed to him.

C. Pay Package

Salary is negotiable based on qualifications and experience

D. Mode of Application

1. Applications together with photocopies of academic qualifications professional certificates and documentary evidence of previous experience should be addressed to the **Secretary, Metro Express Limited, c/o Prime Minister's Office, Ex-Treasury Building, Intendance Street, Port Louis, not later than Monday 24 September 2018 at 1500 hours.**

2. The envelope should be clearly marked "**Post of Accounts Clerk**".

3. Applications received after the closing date **will not be** considered.

MEL reserves the right to call the best qualified candidates only for interview and not to fill any vacancy following this advertisement

Date: 24 August 2018