

SCHEME OF SERVICE

<u>Organisation:</u>	Mauritius Tourism Promotion Authority
<u>Post:</u>	Accounts Clerk
<u>Salary:</u>	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000
<u>Effective Date</u>	
<u>Qualifications:</u>	A. A Cambridge Higher School Certificate with a Pass at “Principal level” in Accounting obtained on one certificate <u>or</u> Passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced level” or ACCA Level 1 <u>or</u> equivalent qualifications acceptable to the Board of the Mauritius Tourism Promotion Authority. B. Candidates should – (i) reckon at least four years’ experience in finance/accounting/audit duties; (ii) have practical knowledge of accounting software packages; (iii) have interpersonal and communication skills and a positive working attitude; and (iv) be computer literate Candidates should produce written evidence of experience/knowledge claimed.
<u>Duties:</u>	1. To prepare payment vouchers including pay sheets for employees of the Mauritius Tourism Promotion Authority. 2. To effect sundry payments to employees. 3. To receive cash payments, record transactions and issue receipts. 4. To maintain cash book, petty cash book and other subsidiary ledgers. 5. To keep requisition and receipt books. 6. To input data in the computerised accounting system.



7. To prepare statistical returns as and when required.
8. To assist in the processing of audit queries related to financial issues.
9. To assist in the preparation of financial reports.
10. To use ICT in the performance of his duties.
11. 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



