

NATIONAL CHILDREN'S COUNCIL

VACANCY FOR POST OF ACCOUNTS OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as Accounts Officer at the National Children's Council.

2. QUALIFICATIONS:

A. A diploma in Accounting from a recognized institution or passes in papers F1, F2 and F3 of the Fundamentals (Knowledge) (formerly Part 1) of the ACCA Examinations or an equivalent qualification acceptable to the Board.

B. Candidates should -

- (i) reckon at least two years' post qualification experience in financial duties; and
- (ii) be computer literate

Candidates should produce written evidence of experience claimed.

3. SALARY

The permanent and pensionable post carries salary in scale Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 a month.

4. AGE LIMIT

Candidates unless already in the public sector should not have reached their 45th birthday by the closing date for the submission of application.

5. MODE OF APPLICATION

- (i) The job description and Application Forms are available at the Office of the National Children's Council or may be downloaded from the website of the Ministry of Gender Equality, Child Development & Family Welfare on <http://gender.govmu.org>
- (ii) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant.

6. CLOSING DATE OF APPLICATION

Applications should reach the Ag Council Secretary, National Children's Council by **24 May 2018 at 15 hrs 30** at latest.

The envelope should be clearly marked "Post of Accounts Officer" on the top left hand corner.

7. NOTE:

- (i) Only the best qualified candidates will be called for interview.
- (ii) Applications not made on the prescribed form will not be considered.
- (iii) The National Children's Council reserves the right not to make any appointment as a result of the advertisement.

Date: 4 May 2018

National Children's Council
1st Floor, CSK Building
Remy Ollier St, Port Louis

Duties:

1. To be responsible for the day to day financial transactions of the National Children's Council.
2. To collect, verify, analyse and record all financial costings and data and prepare financial statements.
3. To prepare and monitor the annual estimates of the Council.
4. To verify paysheets, payment vouchers, supporting documents and prepare cheques for signature.
5. To compile schedules and information required for the preparation of statutory reports, annual reports, final accounts and other reports, as required.
6. To ensure that financial and procurement regulations are correctly applied and fully complied.
7. To control and discharge expenditure and payments in compliance with regulations.
8. To maintain a proper system of accounting to guard against irregularity and fraud.
9. To prepare and submit financial statements/returns, as and when required.
10. To verify bank reconciliation statements and ensure follow up on outstanding items.
11. To exercise budgetary control and ensure the proper care and control of funds and stores.
12. To implement and monitor an effective enforcement mechanism to ensure prompt recovery of debts from clients and submit a monthly report thereon.
13. To effect payment of salaries, wages, pensions and allowances.
14. To prepare adhoc statements on income and expenditure.
15. To keep proper complete and up-to-date records of all financial transactions in cash book, ledgers and vote control book.
16. To verify payment vouchers with supporting documents and cheques before effecting any payment.
17. To attend to audit queries on financial issues, provide materials for proper replies and take corrective measures, as directed.
18. To guide and train subordinate working under his/her supervision.
19. To use ICT in the performance of his duties, whenever required.
20. 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 Accounts Officer in the roles ascribed to him/her.