

TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE

Vacancy

Applications are invited from suitably qualified candidates who wish to be considered for appointment as:

ACCOUNTS CLERK

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

II. QUALIFICATIONS:

- A. A Cambridge Higher School Certificate with a pass at "Principal level" in Accounting or ACCA Level 1 or an equivalent qualification acceptable to the Board.
- B. Candidates should reckon at least four years' experience in finance/accounting/audit duties.
- C. Proven knowledge in the use of computer.

III DUTIES:

- 1. To ensure that all financial transactions of the Trust Fund for Specialised Medical Care are properly accounted for in accordance with basic principles of financial management.
- 1. To post records in ledgers, etc including keying of information onto automated system.
- 2. To reconcile ledgers, reports, documents, etc.
- 3. To maintain proper, complete and up-to-date record of journals, ledgers etc-
 - a) Typing of voucher from invoice and forwarding to Supervisor for review and approval.
 - b) Receiving requisition requests and preparing purchase orders.
 - c) Preparing payrolls.
- 4. To process payments and ensure that they are effected in time.
- 5. To process vouchers of cash accounts.

6. To reconcile and replenish petty cash.
7. To attend to audit queries.
8. To assist in the preparation of return etc.
9. To perform 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 them.

Candidates should produce written evidence of knowledge claimed.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

V. MODE OF APPLICATION:

Candidates should submit their application on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on Friday 29 April 2022.**

Note:

- (i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
- (ii) Only the best qualified candidates will be considered for interview.
- (iii) Late/incomplete application or application not made on the prescribed application form will not be considered.
- (iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
- (v) The applicants should submit their Certificate of Character together with the application form.

**Trust Fund for Specialised Medical Care
Cardiac Centre
Pamplemousses
Mauritius
Phone No: (230) 2438220/2438110**

Date: 09 April 2022