



MEDICAL COUNCIL OF MAURITIUS

VACANCY FOR THE POST OF ACCOUNTS CLERK

Applications are invited from suitably qualified candidates who wish to be considered for appointment as Accounts Clerk at the Medical Council of Mauritius.

Salary in the 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

I. AGE LIMIT

Candidates should have reached their **18th** birthday and should not have reached their **40th** birthday by the closing date for the submission of applications.

QUALIFICATIONS:

- A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below grade “C” in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” **or** an equivalent qualification acceptable to the Board.

Note 1:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at subsidiary level as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A pass in Accounting at Higher School Certificate or General Certificate of Education A level.

or

an equivalent qualification acceptable to the Council.

- C. Candidates should reckon at least four years’ experience in finance/accounting/audit duties and be computer literate.

Note 2:

Candidates should produce written evidence of experience/knowledge claimed.

Duties :

1. To collect, verify, analyse and record all financial costing and budget data.
2. To prepare paysheets, vouchers and cheques; and attend to banking transactions.
3. To keep petty cash as and when required.
4. To assist in the preparation of payroll and other related duties including the Pay as You earn (PAYE) system of taxation.
5. To keep proper, complete and up-to-date records of all financial transactions such as cash books, ledgers and registers.
6. To provide assistance in the processing of audit queries related to financial issues.
7. To assist in the preparation of returns and annual budget.
8. To use ICT in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of output or results expected from the Accounts Clerk in the roles ascribed to him.

D. MODE OF APPLICATION:

- i) Candidates are required to fill in the application form and enclose a comprehensive CV, photocopies of their National Identity Card, Academic/Technical qualifications, evidence of working experience when submitting their applications and these should be available and produced when convened for an interview.
- ii) Candidates are requested to submit a **recent** Certificate of Character/Morality
- iii) for further detail check the application form on "*notes and instruction to candidates*"

E. CLOSING DATE

Applications should reach the **Registrar, Medical Council of Mauritius, One Way Floreal Road, Cite Mangalkhan, FLOREAL not later than 31 January 2025.**

Note:

- (i) The post applied for should be clearly indicated on the left hand-side of the sealed envelope.
- (ii) Only the best qualified candidates will be called for interview.
- (iii) Applications not made on the prescribed form and not submitted within the set deadline will not be considered.
- (iv) Incomplete application including non- submission of documentary evidence to support your applications (as per requirement of the post) will not be considered.
- (v) The Medical Council reserves the right to convene only the best qualified candidates for the interview and not to make any appointment following this advertisement.

Date: 12 December 2024