



## **MEDICAL COUNCIL OF MAURITIUS**

### **VACANCY FOR THE POST OF ACCOUNTS OFFICER**

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

Salary in the scale of:- Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 43500

### **II. 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.** (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings.

### **OR**

(b) Passes not below grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

#### **Note**

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 General Paper obtained on one certificate at the Cambridge Higher school Certificate Examinations.

- B.** A Cambridge Higher School Certificate with passes in at least two subjects including 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"

OR

Equivalent qualifications to A and B above acceptable to the Council

- C.** A Diploma in Accountancy or Public Sector Financial Management from a recognised institution or a pass at Foundation Stage (Complete) of the ACCA Examinations or an equivalent qualification acceptable to the Council

- D.** Candidates should –  
(i) be computer literate  
(ii) have two years' experience in finance /audit duties

Candidates should produce written evidence of knowledge claimed

**Role and Responsibilities :**

To be responsible for the general administration of the financial system and to advise on financial and accounting business, including stores accounting.

**Duties :**

1. To compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts.
2. To maintain **and ensure completeness, accuracy and validity of** accounting records such as cash flow, budget and financial forecasts.
3. To review reconciliation and ensure smooth follow up of outstanding items, i.e.bank reconciliation statement, prompt banking and payment **on a monthly basis.**
4. To prepare payroll and examine vouchers before payment.
5. To verify all accounting statements produced for statutory purpose and management.
6. To report on all internal audit matters and deficiencies and to propose remedial action.
7. To ensure proper safeguard and banking of revenue collected.
8. To monitor allocated budget for each item.

9. To exercise financial control over the purchase of goods and services, use of plant and equipment, and the handling of cash and stores.
10. To look after the banking arrangements of the Council.
11. To follow up on procurement of goods and services.
12. To arrange for junior staff to be provided with appropriate training.
13. To ensure all returns to be submitted to authorities are prepared on a timely basis and ensure compliance accordingly.
14. To ensure petty cash disbursement are backed by supporting documents and monthly petty cash reports are prepared and accounted for, including regular cash count and reconciliation.
15. To ensure all accounts at year end have satisfactory explanation, are accurate and are on a timely basis.
16. To prepare Audit File before Auditors begin its Year End Audit.
17. To prepare Monthly Balance Sheet File and ensure balances tally with management account accordingly.
18. To use ICT in the performance of his duties.
19. 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 Officer in the roles ascribed to him

#### **E. 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*"

#### **F. CLOSING DATE**

Applications should reach the **Registrar, Medical Council of Mauritius, One Way Floreal Road, Cite Mangalkhan, FLOREAL not later than 27 March 2026.**

**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: 19 February 2026