

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 44 OF 2021

Vacancy for Post of Accounting Technician
Treasury

Applications are invited from qualified candidates who wish to be considered for appointment as Accounting Technician in the Treasury.

II. AGE LIMIT

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

III. QUALIFICATIONS

Candidates should possess:

- A.** a Cambridge Higher School Certificate with a pass at “Principal Level” in 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”; and
- B.** passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills).

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should:

- (i) have good knowledge of government financial and accounting procedures;
- (ii) possess analytical, communication and interpersonal skills; and
- (iii) be computer literate and be fully conversant with computerised accounting systems.

NOTE

Accounting Technicians who have successfully completed all papers of ACCA Fundamentals (Skills) or who possess an equivalent qualification will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

Note

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right -
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist Accountant/Senior Accountants in the performance of their duties.
2. To maintain accounting records and assist in the preparation of annual financial statements and other financial reports.
3. To prepare cash flow forecasts and assist in monitoring the cash flow positions of Government.
4. To process applications in respect of public service pensions, passage benefits and motor vehicle advances.
5. To examine and process payments on behalf of Ministries/Departments and to effect transfers of funds in respect thereof.

6. To assist in the processing of the Government Payroll.
7. To use ICT in the performance of his duties.
8. 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 Accounting Technician in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 21,950 x 625 – 23,200 x 775 - 32,500 x 925 – 36,200 QB 37,125 x 1,225 – 40,800 x 1,525 – 45,375 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Candidates already in the service should submit their application in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at the following address **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on Thursday 19 August 2021**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 30 July 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.