

## NATIONAL HERITAGE FUND

### VACANCY FOR THE POST OF ACCOUNTING TECHNICIAN

Applications are invited from qualified candidates who wish to be considered for appointment as Accounting Technician at the National Heritage Fund, a statutory body under the aegis of the Ministry of Arts and Culture.

#### II. Age Limit

Candidates, unless already in service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

#### III. Qualifications

**Candidates should possess:**

- A. A Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics or Accounting obtained on one certificate or Passes in Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”.
  
- B. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills)

Or

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should also be computer literate.

#### **Note:**

To cross the Qualification Bar (QB) in the salary scale, Accounting Technicians must complete the ACCA Fundamentals Examinations or possess an equivalent qualification acceptable to the Board.

Candidates should produce written evidence of experience/knowledge claimed.

#### **IV. Duties and Salary**

1. To be in charge of the Finance Division of the National Heritage Fund and advise on all financial matters.
2. To conduct the day-to-day running of the Finance Division (e.g preparation of journal and payment vouchers, trial balances, bank reconciliation statements, petty cash payments).
3. To establish, manage and monitor financial reporting system.
4. To perform duties related to taxation.
5. To set up and maintain control systems to monitor transactions carried out.
6. To prepare budget plans and cash flows.
7. To keep accounting records and books of accounts (e.g general and subsidiary ledgers).
8. To prepare/assist in the preparation of the Annual Estimates of the Fund and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) in line with statutory requirements.
9. To maintain proper control on income and expenditure and the assets of the Fund (furniture, equipment, vehicle etc)
10. To prepare and submit regular financial reports on income expenditure trends.
11. To ensure that the payroll and other disbursements in connection with the Fund's business are prepared and that all payments are effected in accordance with prevailing standing orders.
12. To ensure that finance, accounting and procurement and supply regulations are correctly complied with.
13. To administer the finance and accounting database of the Fund.
14. To attend to audit queries on financial issues.
15. To train subordinate staff.
16. To use ICT in the performance of his duties.
17. 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 20,075 x 600 – 20,675 x 750 – 29,675 x 900 – 33,275 QB 34, 175 x 1200 – 37,775 x 1500 – 42,275 a month plus salary compensation at approved rates.

## **V. Mode of Application**

Interested and qualified candidates should submit their applications on the prescribed form available at the NHF Office or on our website ([www.nhf.govmu.org](http://www.nhf.govmu.org)); together with a comprehensive CV, copies of all relevant certificates and written evidence of experience claimed to:

**The Officer-in-Charge,**  
National Heritage Fund,  
4th Floor, Fon Sing Building,  
Edith Cavell Street, Port Louis,  
Mauritius

## **VI. Closing Date of Application**

Applications should reach the Officer-in-Charge, National Heritage Fund, 4<sup>th</sup> Floor, Fon Sing Building, Edith Cavell Street, Port Louis, not later than **22 March 2018 at 16.00 hrs.** The envelope should be clearly marked “**Post of Accounting Technician**” on the top left hand corner.

## **VII. Note**

- (i) The NHF reserves the right to convene only the best qualified candidates for interview.
- (ii) The NHF reserves the right not to make any appointment as a result of this advertisement.
- (iii) Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

**National Heritage Fund**  
**4<sup>th</sup> Floor, Fon Sing Buidling**  
**Edith Cavell Street**  
**Port Louis**

**Date: 02 March 2018**