

SCHEME OF SERVICE

Organisation: Mauritius Oceanography Institute

Post: Accounts Clerk

Salary: MOI 8 Rs 17375

Qualifications:

- Cambridge School Certificate with credit in five subjects including English, French and Mathematics together with either a pass in Accounting at Third Level of the London Chamber of Commerce and Industry
- or**
- Cambridge Higher School Certificate with at least Grade C in Accounts at Principal Level
- or**
- equivalent qualifications acceptable to the Board of the Institute.

Duties:

1. To prepare, scrutinize and process financial documents and records;
2. To assist in the preparation of the Budget;
3. To receive and process invoices for authorisation;
4. To prepare payment vouchers and cheques for authorisation;
5. To prepare expenditure records;
6. To draft replies to correspondence;
7. To carry out pay duties, as and when required;
8. To assist with purchasing and tender procedures;
9. To maintain the Petty Cash Imprest System;
10. To ensure adequate supply of stationeries and keep records of store items;
11. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.