

METRO EXPRESS LIMITED

Vacancy – Post of Accounts Clerk

The **Metro Express Limited (MEL)** is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Accounts Clerk** in the MEL.

A. Qualifications

- a) Cambridge Higher School Certificate with passes not below than Grade C in at least two subjects including Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Advanced Level”;
- b) Fully or partly qualified with passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills); or
- c) Equivalent qualifications to (a) and (b) above acceptable to the Board of MEL;

B. Key Skills and Experience

- a) Minimum of 1-year post qualification experience with demonstrated knowledge and experience in billing and collections procedures, and reconciling techniques;
- b) Proficiency in Microsoft Office such as Outlook, Word, Excel and PowerPoint; conversant in finance ERP software will be an added advantage;
- c) Ability to identify errors, and to calculate figures and amounts (not limited to) such as percentages, area, volume, proportions and discounts;
- d) Solid organisational skills with ability to work in a team and under pressure, and possess qualities such as reliability, and trustworthiness;
- e) Possess a valid driving license with good track record for at least 2 years;
- f) May require to perform **shift duties, including duties on weekends and public holidays.**

C. Duties

The incumbent shall be in-charge of the following:

1. Responsible for the cash collection and replenishing of Add-Value Vendor Machine (AVVM) at stations and ensuring the activity is effected promptly;
2. Retrieve and count cash collected for the business day from Add-Value Vendor Machine (AVVM) and Portable Inspection Equipment (PIE);

3. Identify root causes of discrepancies and recognise resolutions, documents issues and report to management;
4. Work with various departments and stakeholders in the pursuit and resolution of collection matters including legal collections and troubled status;
5. Verify and validate all collections, and to prepare electronic record of every transaction (from AVVM and PIE) during their shift;
6. Standby during revenue hours for any emergency incident or any other exigencies;
7. Prepare daily summary of report and record all revenue transactions,
8. Ensure compliance to all regulations for collection process;
9. To maintain accounting records and assist in the preparation of annual financial statements, and other financial reports;
10. To post day to day transactions and to keep update procedures process and control;
11. Comply with Company confidentiality and information security policies at all times; and
12. To perform such other duties related to the main duties listed above or related to the delivery, of the output and results expected from the roles ascribed to him.

D. Pay Package

Salary is negotiable based on qualifications and experience.

E. Mode of Application

1. Application can be made either online **or** via post.
 - i) Application Form can be downloaded from MEL website:
<https://www.mauritiusmetroexpress.mu/job-vacancies/>
Application Form together with scanned copies of academic qualifications to be emailed to career@metroexpressltd.org
 - ii) Alternatively, Application Form together with photocopies of academic qualifications should be addressed to the Human Resource Manager, Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201.
 - iii) Please ensure that the envelope or the title of the email should be clearly marked **“Revenue Accounts Clerk”**.
2. Closing date is **not later than Monday, 11 October 2021**.
3. Application received after the closing date and any incomplete application without duly filled/signed Application Form will not be considered.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidates

Date: 22/09/2021