

METRO EXPRESS LIMITED

Vacancy – Post of Collection and Reconciliation Officer

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 **Collection and Reconciliation Officer** in the MEL.

A. Qualifications

- a) Possess a degree in Accounting/Finance or any related field from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) Possess passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and at least four papers of the ACCA Fundamentals (Skills);

B. Key Skills and Experience

- a) Minimum of 3 years working post qualifications experience with good accounting knowledge and supervisory skills;
- b) Demonstrated knowledge and experience in billing and collections procedures, and reconciling techniques;
- c) Great supervisory and organisational skills, accuracy and attention detail;
- d) Proficiency in Microsoft Office such as Outlook, Word, Excel and PowerPoint; conversant in finance ERP software will be an added advantage;
- e) Proficiency in using spreadsheet to macro level; possess strong analytical, administration and problem-solving skills when carrying out instructions in written or verbal form with close attention to detail;
- f) Ability to identify errors, and to calculate figures and amounts (not limited to) such as percentages, area, volume, proportions and discounts;
- g) Ability to work in a team and under pressure in a fast-paced environment, and possess qualities such as reliability, and trustworthiness as well as customer-oriented person;
- h) Possess a valid driving license with good track record for at least 2 years;
- i) 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. Supervise the day to day activities of revenue collection team;
2. Responsible for the planning of cash collection/replenishing AVVMs at stations;
3. To work with Electronic Telecommunication System (ETS) Administrator on generated ETS report for reconciliation;

4. Responsible for adequate safeguards for handling, transporting and storing cash until it is deposited;
5. Verify, validate and reconcile all revenue collections, and validate the daily summary report of all revenue transactions;
6. Prepare daily reports and communicate it to the management;
7. Take appropriate action to resolve and/or identify significant revenue collection issues and escalate appropriately;
8. Resolve reconciliation discrepancies in a timely manner;
9. Streamline all collection processed and recommend improvements;
10. Oversee all write offs and assist to balance all non-payment and maintain track of payments according to collection policy;
11. To investigate into cases of complaints, fraud and irregularities and propose corrective measures to the Head of Finance;
12. Produce periodic financial report and other financial documents for the management in accordance with the prevailing policies and procedures;
13. General accounting tasks, including reconciling and maintaining revenue/balance sheet accounts, and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations;
14. Comply with Company confidentiality and information security policies at all times; and
15. 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 **“Collection and Reconciliation Officer”**.
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