

POSITION DESCRIPTION



ACCOUNTS/REVENUE AND COLLECTION CLERK

Position No.	MEL003-05-2023
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 x 500 – 22,700 x 600 – 27,450 x 800 – 37,100 x 1,000 – 40,1000
Employment Type	Permanent Position
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://mauritiustmetroexpress.mu/job-vacancies/?lang=en

Via email:

Applications together with scanned copies of academic qualifications can also be emailed to: -
career@metroexpressltd.org

Via post:

Applications together with scanned copies of academic qualifications can also be addressed to: -
Human Resources Manager
Metro Express Limited,
Level 3, SICOM Tower, Wall Street, Ebène 72201

The envelope or the title of the email should be clearly marked
“Accounts Clerk (Cash & Revenue Collection Clerk)”.

Position deadline	Tuesday, 27 June 2023 Application made without completed MEL Application Form and received after the closing date will not be considered.
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Job Title:
Accounts Clerk

Reporting Line:
Collection & Reconciliation
Officer

Department/Division:
Finance

Location: Richelieu

Qualifications:

- (i) 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”;
- (ii) 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

(iii) Equivalent qualifications to (a) and (b) above acceptable to the Board of MEL.

Attributes:

- 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) Team player and willing to perform work to the required quality standards;
- g) Required to perform **shift duties, including duties on weekends and public holidays.**

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.

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