

# POSITION DESCRIPTION



## REVENUE COLLECTION CLERK

Position No.	MEL2507
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 x 500 – 22,700 x 600 – 27,450 x 800-37,100 x 1,000–40,100
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://mauritiustmetroexpress.mu/job-vacancies/?lang=en">https://mauritiustmetroexpress.mu/job-vacancies/?lang=en</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Human Resources Manager</b> <b>Metro Express Limited</b> <b>Richelieu Branch Road</b> <b>Richelieu 71625</b></p> <p>The envelope or the title of the email should be clearly marked “Revenue Collection Clerk”.</p>

Position deadline	<b>Monday, 25 August 2025</b>
-------------------	-------------------------------

Application made without completed MEL Application Form and received after the closing date will not be considered.

<b>Job Title:</b> Revenue Collection Clerk	<b>Qualifications:</b>  (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) ACCA Fundamentals (Knowledge and Skills); OR
---	---

<b>Reporting Line:</b> Senior Accountant
---

<b>Function/ Division :</b> Finance/Revenue
--

<b>Location :</b> Richelieu
-----------------------------

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

### **Key Skills and Experience**

- (i) Minimum of 1-year post qualification experience with demonstrated knowledge and experience in billing and collections procedures, and reconciling techniques;
- (ii) Proficiency in Microsoft Office such as Outlook, Word, Excel and PowerPoint; conversant in finance ERP software will be an added advantage;
- (iii) Ability to identify errors, and to calculate figures and amounts (not limited to) such as percentages, area, volume, proportions and discounts;
- (iv) Solid organisational skills with ability to work in a team and under pressure, and possess qualities such as reliability, and trustworthiness;
- (v) Must possess a minimum of Class 3 driving license with good track record for at least 2 years.
- (vi) Require 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. Responsible for adequate safeguards for handling, transporting and storing cash until it is deposited;
4. Identify root causes of discrepancies and recognise resolutions, documents issues and report to management;
5. Work with various departments and stakeholders in the pursuit and resolution of collection matters including legal collections and troubled status;
6. Verify and validate all collections, and to prepare electronic record of every transaction (from AVVM and PIE) during their shift;
7. Standby during revenue hours for any emergency incident or any other exigencies;

8. Prepare daily summary of report and record all revenue transactions,
9. Ensure compliance to all regulations for collection process;
10. To maintain accounting records and assist in the preparation of annual financial statements, and other financial reports;
11. Preventive maintenance along alignment;
12. To post day to day transactions and to keep update procedures process and control; and
13. 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.

Date: 25 July 2025