



## REVENUE COLLECTION CLERK

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

---

|                          |                                         |
|--------------------------|-----------------------------------------|
| <b>Position deadline</b> | <b>Monday, 05 January 2026 at 15.00</b> |
|--------------------------|-----------------------------------------|

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

---

|                                               |                        |
|-----------------------------------------------|------------------------|
| <b>Job Title:</b><br>Revenue Collection Clerk | <b>Qualifications:</b> |
|-----------------------------------------------|------------------------|

**Reporting Line:**  
Senior Accountant

**Function/ Division :**  
Finance/Revenue

**Location :** Richelieu

- (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

- 
- (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:

- i. Responsible for the cash collection and replenishing of Add-Value Vendor Machine (AVVM) at stations and ensuring the activity is effected promptly;
- ii. Retrieve and count cash collected for the business day from Add-Value Vendor Machine (AVVM) and Portable Inspection Equipment (PIE);
- iii. Responsible for adequate safeguards for handling, transporting and storing cash until it is deposited;
- iv. Identify root causes of discrepancies and recognise resolutions, documents issues and report to management;
- v. Work with various departments and stakeholders in the pursuit and resolution of collection matters including legal collections and troubled status;
- vi. Verify and validate all collections, and to prepare electronic record of every transaction (from AVVM and PIE) during their shift;

- vii. Standby during revenue hours for any emergency incident or any other exigencies;
- viii. Prepare daily summary of report and record all revenue transactions;
- ix. Ensure compliance to all regulations for collection process
- vii. To maintain accounting records and assist in the preparation of annual financial statements, and other financial reports
- viii. Preventive maintenance along alignment;
- ix. To post day to day transactions and to keep update procedures process and control;
- x. 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: 03 December2025**