

POSITION DESCRIPTION



ACCOUNTS OFFICER

Position No.	MEL2608
Vacancy Type	Internal & External
Classification	PSI 7
Salary Range	Rs. 25,700 x 600 – 27,500 x 800 – 37,100 x 1,000 – 46,100
Employment Type	Permanent position
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/ 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 Ltd Metro Express Depot Branch Road, Richelieu The envelope or the title of the email should be clearly marked “Accounts Officer”.
Position deadline	Wednesday 30 September 2026 by 15:00 Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Accounts Officer

Reporting Line:
Head of Finance

Function/Division:
Finance

Location: Richelieu

Qualifications:

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

Key Skills and Experience

- a) Minimum 3 years' hands-on experience in accounting/finance with sound knowledge of local legislations pertaining to payroll and taxes as well as knowledge in computerised accounting package; work experience from reputable audit firms will be an added advantage.
- b) Proficient in using spreadsheets 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.
- c) Solid organisational skills with a "can-do" attitude and ability to multitask, prioritise and adapt to changing priorities, meet deadlines and work well under pressure in a fast-paced environment.
- d) Possess strong influencing and advisory skills and able to maintain high level of confidentiality by exercising tact and maturity in sensitive situations.
- e) Service-oriented, result-oriented and decision-making aptitude with strong sense of urgency

The duties and responsibilities include but not limited to:

1. 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;
2. Perform finance analysis, reporting and management tasks;
3. Oversee the validation of transactions and verification of their overall impact on the general accounts;
4. Lay down and validate the accounting systems and tools;
5. Review financial paperwork and procedures, provide recommendations and make necessary changes;

6. Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payment's vouchers;
7. Prepare payments, bank transfers and do the bank transactions;
8. Produce periodic financial report and other financial documents for the management in accordance with the prevailing policies and procedures;
9. Ensure timely and accurate monthly and year end closure of accounts, and submit report to the senior management as per prescribed deadlines;
10. Ensure account receivables and payables activities are performed accurately and timely;
11. Assist in designing, implementing and maintaining audit-compliant internal financial controls;
12. Prepare staff payroll administrations, including fringe benefit computations;
13. Support the Financial Manager with information as required in the preparation and submission of financial returns required by the regulator;
14. Monitor designated budgets ensuring that value for money is achieved in all circumstance through monitoring and control of expenditure and the early identification of any financial irregularity;
15. Comply with Company confidentiality and information security policies at all times; and
16. To perform such other duties related to the main duties listed above or related to 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 :05 September 2026