

AGRICULTURAL MARKETING BOARD



NOTICE OF VACANCY

The **AGRICULTURAL MARKETING BOARD (AMB)** is a parastatal body operating under the aegis of the Ministry of Agro-Industry & Food Security and it deals in Controlled Products and related Agri-Business.

With a view to further strengthening its team, applications are invited from suitably qualified candidates to fill the post of **Accounting Technician** on permanent and pensionable basis.

Qualifications:

- A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations

- B. A Cambridge Higher School Certificate with passes in at least two subjects including Mathematics or Accounting or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”
- C. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills)

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

- D. Candidates should be computer literate.

Note

To cross the Qualification Bar (QB) in the salary scale, Accounting Technicians/Senior Accounting Technicians must complete the ACCA Fundamentals Examinations or possess an equivalent qualification acceptable to the Board.

Qualification at A. above should have been obtained prior to qualification at B. above.

Candidates should produce written evidence of knowledge claimed.

AGRICULTURAL MARKETING BOARD

Salary:

The post carries salary in the scale of Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375/- a month plus compensation at approved rates.

Duties:

- (1) To be responsible to and assist the Accountant/Senior Accountant in the auditing, financial and accounting business of the Agricultural Marketing Board.
- (2) To assist in the preparation of the Annual Estimates and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) of the AMB in line with statutory requirements.
- (3) To ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with.
- (4) To prepare, monitor and control annual budget.
- (5) To post and balance all entries in Books of Accounts and draw up monthly trial balances.
- (6) To keep proper, complete and up-to-date records of all financial transactions
- (7) To assist in establishing, managing and monitoring financial reporting system.
- (8) To verify and supervise the Bank Reconciliation Statement and other statements.
- (9) To ensure that the monthly payroll submitted by the Human Resource Section is accurate.
- (10) To check all stock returns submitted and prepared by the Finance Department.
- (11) To scrutinize the accounting records of the AMB's outstations on a monthly basis.
- (12) To compute costs and variances and supervise the Debtors' and Creditors' list monthly.
- (13) To participate in management audit exercises and financial investigations.
- (14) To inspect and investigate simple financial statements, records and documents and to report thereon.
- (15) To submit draft reports and memoranda for inclusion in the final management audit reports.
- (16) To train subordinate staff.
- (17) To use ICT in the performance of his duties.
- (18) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounting Technician in the roles ascribed to him.

AGRICULTURAL MARKETING BOARD

- Conditions of Service shall be applicable as per the PRB Report 2016.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their 40th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Qualified candidates are requested to log on **<https://ambmauritius.mu>** to submit their application **electronically** and follow the procedures that can be accessed through the '*How to Apply*' option on same address.

Candidates are also advised to read carefully the '*Notes and Instructions for Online Application*' before filling the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

- Failure to attach the requested documents will entail disqualification.
- Applications received by post or electronic mail or hand delivered or after the closing date, will be discarded.

Closing date: **Tuesday 17 August 2021**.

AMB reserves the right:

1. *to call for interview only suitably qualified candidates; and*
2. *not to make any appointment as a result of this advertisement.*