

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 **Accounts Clerk** on permanent and pensionable basis.

<u>Qualifications:</u>	<p>A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting obtained on one certificate <u>or</u> Passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” <u>or</u> ACCA Level 1 (Applied Knowledge) <u>or</u> an equivalent qualification acceptable to the Board of the Agricultural Marketing Board.</p> <p>B. Candidates should –</p> <ul style="list-style-type: none">(i) reckon at least four years’ experience in finance/ accounting/ audit duties;(ii) have practical knowledge of accounting software packages;(iii) possess good interpersonal and communication skills; and(iv) be computer literate. <p>Candidates should produce written evidence of experience/ knowledge claimed.</p>
<u>Salary:</u>	<p>The post carries salary in the scale of Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 a month plus compensation at approved rates.</p>
<u>Duties:</u>	<ul style="list-style-type: none">1. To assist the Accountant/Senior Accountant in the execution of his duties –<ul style="list-style-type: none">(i) collection of revenues according to approved rates;(ii) preparation of annual financial statements;(iii) preparation of annual estimates; and(iv) preparation and monitoring of financial transactions relating to the Agricultural Marketing Board.2. To keep and reconcile Control Accounts with Debtors and Creditors Ledger and to extract a monthly list of debtors and creditors.3. To maintain a proper system of accounts and to guard against irregularity and fraud.

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4. To ensure that –
 - (i) all the financial transaction of the organisation are properly accounted for in accordance with basic principles of Financial Management; and
 - (ii) all the financing of organisational policy with all safeguards against waste and loss.
5. To compute and maintain an up-to-date record of the cost of all products handled by Agricultural Marketing Board.
6. To collect such data necessary for the preparation of budgets, forecasts and other financial reports.
7. To prepare bank reconciliation statements.
8. To reconcile daily cash takings and banking and to ensure that these have been properly accounted for in books.
9. To replenish and issue petty cash.
10. To effect payments in a timely manner.
11. To perform stocktaking, as and when instructed.
12. To reconcile weighbridge tickets.
13. To raise invoices in a timely manner and process issuing/renewal of contracts, as and when required.
14. To attend to banking transactions, as and when required.
15. To prepare monthly payroll and arrange for payments of salaries/pensions and remittance of deductions and other related monthly/yearly returns, including issuing of statement of emoluments.
16. To prepare and effect statistical returns, as and when required.
17. To assist in –
 - (i) audit queries; and
 - (ii) the implementation of the Freight Rebate Scheme and other Schemes, as and when required.
18. To use ICT in the performance of his duties.
19. 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 Accounts Clerk in the roles ascribed to him.

Note

Accounts Clerks may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

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- Conditions of Service shall be applicable as per the PRB Report 2021.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (*Higher Education Commission or Mauritius Qualifications Authority*), rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their **45th** 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 11 July 2023**.

AMB reserves the right:

1. to convene **only** the best qualified candidates for interview; and
2. not to make any appointment following this advertisement.