

**Financial Intelligence Unit**  
**Employment of Accounts Clerk**  
**(on contract)**

<b>Terms of Reference</b>	
<b>Position Title</b>	Accounts Clerk (on contract)
<b>Salary</b>	Employment will be on contractual basis and benefits comprise of an attractive remuneration package, which will be commensurate with qualifications and experience.
<b>Qualifications</b>	<p>A. (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 <u>or</u></p> <p>(b) 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 <u>or</u></p> <p>(c) An equivalent qualification acceptable to the Board.</p> <p><b>Note 1</b> 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.</p> <p>(i) A pass at Principal Level in Accounting at the Cambridge Higher School Certificate and at least two years’ experience in finance/audit duties.</p> <p><b>B. Either</b></p> <p>(i) Diploma in Public Financial Management and Accounting of the University of Mauritius</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) ACCA Level 1 (new syllabus)</p> <p style="text-align: center;"><b>Or</b></p> <p>(iii) an acceptable alternative professional qualification.</p>

	<p>Candidates should produce written evidence of experience claimed.</p> <p>C. Candidates should –</p> <ul style="list-style-type: none"> <li>(i) have a good knowledge of policies, rules and regulations relating to procurement and supply in the Public Service;</li> <li>(ii) possess good communication and interpersonal skills;</li> <li>(iii) possess good analytical and problem-solving skills; and</li> <li>(iv) be computer literate.</li> </ul>
<p><b>Duties</b></p>	<ol style="list-style-type: none"> <li>1) 1. To be responsible to the Manager, Financial Operations for <ul style="list-style-type: none"> <li>(i) ensuring that all financial transactions of the FIU are properly accounted for in accordance with basic principles of financial management;</li> <li>(ii) the collection, verification and analysis of all financial costings and budget; and</li> <li>(iii) the keeping of petty cash.</li> </ul> </li> <li>2) To provide advice on accounting and financial matters</li> <li>3) To assist in the preparation of the annual budget.</li> <li>4) To ensure the safeguards against waste and loss.</li> <li>5) To keep and update all financial transactions such as cashbooks, ledgers and registers.</li> <li>6) To submit proper accounts and timely returns, as and when required.</li> <li>7) To prepare paysheets, vouchers and cheques.</li> <li>8) To ensure timely collection of revenue due to the FIU.</li> <li>9) To act as Cashier, as and when required.</li> <li>10) To perform duties related to the Pay as You earn system of taxation, as and when required.</li> <li>11) To input data and extract financial report.</li> <li>12) To provide assistance in the procession of audit queries related to financial issues.</li> </ol>

	<p>13) To use ICT in the performance of his duties.</p> <p>14) 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.</p>
<p><b>Duration of Contract</b></p>	<p>Two Year</p>
<p><b><u>Other Benefits :</u></b></p> <p><b>Travelling Allowance</b></p> <p><b>Leave</b></p> <p><b>Gratuity</b></p>	<p>In accordance with regulations in force (PRB Report 2026)</p> <ul style="list-style-type: none"> <li>• <b><u>Sick Leave</u></b> At the rate of 21 Sick Leave is not accumulative and is not convertible into cash;</li> <li>• <b><u>Annual Leave</u></b> At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the year of contract or may be accumulated.</li> </ul> <p>At the rate of two months' salary payable on completion of 12 months' satisfactory service.</p>
<p><b>Termination of Contract</b></p>	<p>a) The Financial Intelligence Unit (FIU) may at any time determine the employment by giving one month's notice, in writing, or paying him/her one month's salary.</p> <p>b) The officer may resign from his/her employment by giving one month's notice, in writing, or by paying one month's salary to the FIU.</p> <p>c) Should the officer in any manner misconduct himself/herself, the FIU may terminate his/her employment forthwith and thereupon, all rights and advantages reserved to him/her shall cease.</p>