

SMALL FARMERS WELFARE FUND
VACANCY FOR THE POST OF ACCOUNTS CLERK

Applications are invited from qualified candidates for the post of Accounts Clerk

Qualifications: A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at no more than two sittings or

(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 any 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 or

(c) An equivalent qualification acceptable to the Board.

B. Either

(i) A pass at Principal Level in Accounting at the Cambridge Higher School Certificate and at least two years' experience in finance/audit duties.

Or

(ii) A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and at least two years' experience in finance/audit duties.

Or

(iii) A Certificate in Book-keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.

A certificate in Spreadsheet or knowledge of Computer Operation and standard packages is desirable.

Candidates should produce written evidence of experience claimed.

Duties:

1. To be responsible for the accounting and financial duties of the organisation.
2. To perform purchasing, store keeping and stock control duties.
3. To maintain petty cash.
4. To collect, record and bank cash paid in.
5. To maintain cash and bank registers and salary records.
6. To perform such cognate duties as may be assigned.

Salary Scale: Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

Age Limit

Candidates, unless already in Service, should **not** have reached their 45th birthday by the closing date for submission of applications.

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Thursday 26 October 2023 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2nd Floor, MCIA (ex-FSC Building), St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

26 September 2023