



MAURITIUS SHIPPING CORPORATION LTD

SCHEME OF DUTIES

<u>Position:</u>	Accounts Officer
<u>Salary Scale:</u>	MUR 22,685 x 800 – 28,285 x 1,000 – 34,285 x 1,250 – 36,785 QB 38,035 X 1,250 – 45,535
<u>Grade:</u>	6
<u>Report to:</u>	Assistant Manager-Finance

Qualifications:

- a) A Diploma from a recognized University in Accounting/Finance or Business Management or any other qualifications acceptable to the Board with at least 2 years' experience in a business/commercial environment; **OR**
- b) A Degree from a recognized University in Accounting/Finance or Business Management or any other qualifications acceptable to the Board with at least 1 year experience in a business/commercial environment.
- c) Candidates should be computer literate and proficient in the use of accounting packages.

Duties:

- 1. To process invoices, prepare payment vouchers, process issuance of cheques, bank transfer payments and posting of journal vouchers in general ledger on accounting system on a timely basis, for Operations, Administration and Ex-Terminal Dept.
- 2. To check incoming invoices from suppliers and ensuring payment is correctly prepared on a timely basis and handling suppliers queries with regards to payment and discrepancies after reconciliation.
- 3. To perform routine clerical duties (including filing) and, whenever required, assist other officers of Finance/Corporate Services/ Operations Section in their work.
- 4. To prepare and process bank reconciliation statements for local (MUR) and foreign (USD, EURO etc.) bank accounts on accounting system and to submit for verification and approval.



5. To record and post bank transfers on SAGE and ensuring customer balances are correctly updated.
6. To prepare profit and loss analysis for each voyage using Revenue, Operating costs, idle time, and calculating Apportioned Administrative Expenses to be used.
7. To verify bank accounts balance prior to release of payments and prepare internal transfer for funding of necessary accounts.
8. To assist in general ledger and account reconciliation, ensuring completeness and accuracy of the accounts.
9. To extract information from source documents and accounting system and to prepare reports and returns for submission to ministries/ authorities, banks and other bodies.
10. To file invoices/agreements/policies and other documents in an orderly manner.
11. To process and post journal entries in general ledger on accounting system.
12. To assist in providing information/documents to external & internal auditors and to prepare schedules during audit exercises.
13. To access Internet Banking Platform to retrieve accounts information and download bank statements.
14. To act as backup for the Accounts Executive- Technical and Accounts Officer-Cashier.
15. To collect CTM/ Crew Cash Advance Salaries from Bank, as and when required.
16. To report to Management any discrepancies or irregularities noted in any receipts, payments or records for necessary action.
17. To use ICT in the performance of his duties.
18. To perform other related duties as may be assigned.



Note:

The Accounts Officer may at times, and subject to service exigencies, be required to work outside normal office hours, including during week-ends and public holidays and travel to Rodrigues and overseas. He/She may also be required to work on a shift basis.

Date: July 2022