

NATIONAL HERITAGE FUND

VACANCY FOR THE POST OF ACCOUNTS CLERK

Applications are invited from qualified candidates who wish to be considered for appointment as Accounts Clerk at the National Heritage Fund (NHF), a statutory body under the aegis of the Ministry of Arts and Culture.

II. Age Limit

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

III. Qualifications

Candidates should possess:

- A.** A Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics or Accounting obtained on one certificate or Passes in Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.
- B.** At least two years’ experience in finance/audit duties.
- C.** A Certificate in Spreadsheet or knowledge of Computer Operation and standard software packages.

Candidates should produce written evidence of experience/knowledge claimed.

IV. Duties and Salary

- 1. To ensure that all the accounting and financial transactions of the National Heritage Fund are properly accounted for in accordance with the basic principles of financial management.
- 2. To maintain a proper system of accounting to guard against irregularity and fraud.
- 3. To ensure that all financial transactions are correctly recorded and comply with established rules and regulations.
- 4. To collect, verify, analyse and record all financial costing and budget data and prepare financial statements.
- 5. To prepare paysheets, vouchers and cheques for signature and to despatch cheques.
- 6. To keep proper, complete and up-to-date records of all financial transactions such as cash books, ledgers and registers.
- 7. To be in charge of the Register of Assets and ensure that it is regularly updated.
- 8. To assist in the preparation and monitoring of estimates and the preparation of Final Accounts and other financial statements as and when required.

9. To control and discharge expenditure and payments in compliance with regulations.
10. To attend to banking transactions.
11. To carry out stock verification, as and when required.
12. To use ICT in the performance of his duties.
13. 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.

The permanent and pensionable post carries salary in scale 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 salary compensation at approved rates.

V. Mode of Application

Interested and qualified candidates should submit their applications on the prescribed form available at the NHF Reception Counter or on our website (www.nhf.govmu.org); together with a comprehensive CV, copies of all relevant certificates and written evidence of experience claimed, specifying the position applied for on the top left-hand corner of the envelope to:

The Director,
National Heritage Fund,
4th Floor, Fon Sing Building,
Edith Cavell Street, Port Louis,
Mauritius

VI. Closing Date of Application

Applications should reach the Director, National Heritage Fund, 4th Floor, Fon Sing Building, 12 Edith Cavell Street, Port Louis, not later than **Monday 16 June, 2025 at 15.30 hours.**

VII. Note

- (i) The NHF reserves the right to convene only the best qualified candidates for interview.
- (ii) The NHF reserves the right not to make any appointment as a result of this advertisement.
- (iii) Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

National Heritage Fund
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12 Edith Cavell Street, Port Louis
Phone No: 210 7758 / 2111866
Fax No: 208 6728
Email: registrynhf@gmail.com

22 May 2025