



**JOB TITLE:** Accounts Technician (**Receivables**)  
**SALARY GRADE:** Band 02 Step 14  
**RESPONSIBLE TO:** Revenue Controller

Working hours: 08.00 am to 04.00 pm Mondays to Fridays  
Location: Mahe

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### Main Duties

1. Collection of revenue from clients, **all outstations namely Forestry, Port Launay, Cap Ternary, Curieuse and Ste Anne, Gardens and Biodiversity Centre, sale of timber, sale of coco de mer, sale of ticket books and any other new products and services**
2. Monthly reporting of revenue status or any relevant issues relating to Accounts Receivable;
3. Ensure that all the deadlines for Accounts Receivable are met.
4. Participate in regular spot checks and cash counts in line with revenue collection and banking.
5. Participate in inventory exercise of all products held for sale by the authority.
6. Ensure that proper accounting procedures are followed towards the control of revenue, trades and stocks.
7. Keep and update debtors records
8. Debt recovery and penalties
9. Collection and banking of revenue
10. Process invoices, debit notes and credit notes.
11. Receiving and process of Accounting documents and cash collection from clients
12. Order and issue Accounting documents to inner islands operations (E.g.:-Tickets, Receipt)
13. Process and update relevant transactions into Quick books

### Required Qualifications as per Accounting Cadre

- Candidate with a Diploma in Public Financial Management/ Business Studies or equivalent qualification in Accounting shall enter at B5 step 1; or
- Candidate with a Diploma in Business Studies plus AAT Level 3 shall enter at B4 step 3 or;
- Candidate with a Diploma in Business Studies plus AAT Level 4 shall enter at B4 step 5;
- Candidate with 'A' Level in accounting or Advanced Certificate in Accounting plus three years as an Accounts Assistant shall enter at B4 step 3

### Performance Indicators

After a further two years working experience, the post holder is expected to perform repetitive routine work with a periodic supervision and either limited responsibility for



subordinates or responsibility for subordinates or responsibility for custody of the organization property including cash.

The post holder must also have the ability to perform accurately and methodically following published procedures and ability to work under pressure and meet strict deadlines.

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<b>Job Title:</b>	<b>Ticketing Agent / Cashier (x3)</b>
<b>Salary Band:</b>	Band 1 Step 7
<b>Responsible to:</b>	Revenue Controller
<b>Working Hours:</b>	Shift
<b>Location:</b>	Praslin / Curieuse

The Cashier is responsible for the receipt of payment from customers and banking transactions. In addition, perform receptionist duties. Must present a professional, friendly image.

**Main duties and responsibilities:**

1. Receive cash payments from customers and record amount received in cash book
2. Issues receipts to customers
3. Responsible for daily cash reconciliation
4. Daily reconciliation of revenue
5. Collection of forestry product fees from clients
6. Follow policies and procedures as set forth in Financial Regulations

**Qualifications:**

- IGCSE in Mathematics, English, Accounting grade C or O level English, Accounting, Mathematics

**Or**

- 1 year satisfactory work experience

**Knowledge, Skills and Abilities Required:**

- Must have the ability to perform accurately and methodically procedures and able to work under pressure.



- Basic skills with computer and other office machines (copier, credit card machine, telephone, fax machine)

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**Forward your Cover Letter and CV to: [a.cedras@gov.sc](mailto:a.cedras@gov.sc)/ [l.docteur@gov.sc](mailto:l.docteur@gov.sc) / [rochellelobban@gov.sc](mailto:rochellelobban@gov.sc)**

**For more details, contact us on 4225114**