

VACANCIES ADVERT – NOVEMBER 2024

Expenditure Controller

RESPONSIBLE TO: Deputy Chief Executive Officer

SALARY GRADE: B6

Location: Mahe

Working hours: 08.00 am to 04.00 pm Mondays to Fridays (*May be required to work outside working hours (including weekends) attending to the exigencies of the organisation; will be call/call out.*)

The Seychelles Parks and Gardens Authority (SPGA) is looking for a competent Expenditure Controller. They will be primarily responsible for managing and overseeing the SPGA's expenditures to ensure that financial resources are used efficiently and effectively. This role is crucial in maintaining the financial health of SPGA, by monitoring spending, ensuring compliance with budgets, and providing insights into financial performance.

Job Description

Available upon request.

Required Qualifications as per Accounting Cadre

- ✓ ACCA Professional level member affiliate or equivalent, master's degree in finance plus three years' experience or
- ✓ ACCA level 2 plus the professional Ethics Module and the Oxford Brookes, bachelor's degree in accounting and finance plus five years' experience
- ✓ Advanced Diploma in Accounting and finance plus seven years' experience

Forward your Cover Letter and CV to: a.cedras@gov.sc/ ldocteur@gov.sc / rochellelobban@gov.sc

Closing date: 9th December 2024.

For more details, contact us on 4225114

Ticketing Agent / Cashier

Responsible to: Revenue Controller

Location: Mahe (Part Time – December 2024 – January 2025)
Praslin (Part Time- December 2024 – February 2025)

Working Hours: Shift

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.

Qualifications:

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

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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