

EMPLOYEES' WELFARE FUND

'We are an equal opportunity employer'

NOTICE OF VACANCY

The Employees' Welfare Fund (EWF) was set up in 1991 so as to cater for the welfare, leisure and recreational needs of employees and their families working in the **Public** and **Private** Sectors, in the form of loans, financial assistance and welfare scheme/projects.

Our Vision

To be a leading welfare institution for employees and their families.

Post

Applications from suitably qualified candidates are hereby being invited for the post of:

ACCOUNTS CLERK

Qualifications and Responsibilities

Qualifications required and job description are as per scheme of service as described below or obtained at the Reception Counter of the EWF.

Mode of application

Interested candidates should submit their application on the appropriate form which may be obtained at our Reception Counter or downloaded from our website, supported by photocopies of birth certificate, certificate of character (if any) and marriage certificate (where applicable), national identity card, educational certificates and documentary evidence of experience claimed.

Applications should be addressed to the **General Manager, Employees' Welfare Fund, 6th Floor, Moorgate House, Sir William Newton Street, Port Louis** and should reach the Office **not later than 15hr00 on 24 November 2023** in an envelope clearly marked on the top left-hand corner for the post applied for.

Note

- Persons not holding appropriate qualifications should not apply.
- Candidates, unless already in the service should not have reached their 45th birthday by the closing date for submission of their application.
- Applications received after the closing date and time will not be accepted.
- Applications not made on the prescribed forms and/or incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- Candidates may be required to sit for a shortlisting assessment.
- The EWF reserves the right
 - to call for interview **only** the best qualified candidates.
 - not to make any appointment as a result of this advertisement.

06 November 2023

Scheme of Service	
Organization	Employees Welfare Fund
Post	Accounts Clerk
Salary	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 – 37450 (EWF 7)
Qualifications	<p>A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or 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" or an equivalent qualification acceptable to the Board.</p> <p>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</p> <p>B. A Cambridge Higher School Certificate with passes at Principal Level in at least 2 subjects including Mathematics or Accounting obtained on one certificate or Passes in at least 2 subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level", or an equivalent qualification acceptable to the above.</p> <p>C. Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any one paper of ACCA Fundamentals (Skills) OR possess an equivalent qualification acceptable to the Board.</p> <p style="text-align: center;">OR</p> <p>Equivalent qualifications to (A), (B) and (C) above acceptable to the EWF Board</p> <p>D. IT Literate or an equivalent qualification acceptable to the Board.</p>
Duties	<ol style="list-style-type: none"> 1. To receive beneficiaries of loans and advise them in respect of security to be furnished. 2. To maintain accounting systems, cash books, ledgers, file registers, stock books, bank transfers, monitor bank accounts and effect payments and acquittances. 3. To effect payments in respect of fees and allowances, supplies grants, project works and other sundries.

	<ol style="list-style-type: none"> 4. To monitor loan repayments, computation of interest on loans & Fixed Deposits, banking of cheques, preparation of monthly statement of investments, Investments of Funds upon maturity of Bills, Bonds and Fixed Deposits. 5. To send Bank Standing Orders and Salary Deduction Authority to respective banks and Ministries/Departments. 6. To post to individual loan accounts on a monthly basis all loan repayments. 7. To issue certificates in respect of interest paid during financial year to beneficiaries for Income Tax purposes and certificate of outstanding balance to loans upon request. 8. To arrange for cancellation of standing orders, return of Bank guarantee to banks and erasure of Fixed Charges upon settlement of loan. 9. To refund overpayments of education loans 10. To monitor arrears and follow up action through Attorney 11. To remit collections to bank 12. To assist in the preparation of Final Accounts, financial statements, etc. 13. To perform such other duties directly related to the main listed above related to the delivery of the output and results expected from Accounts its Clerk in the roles ascribed to him/her.
Reporting line	The Accounts Clerk should report to the Accounting Technician/Deputy General Manager
Note	In case of a force majeure/public emergency, incumbent is required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.