



Early Childhood Care and Education Authority

VACANCY

The Early Childhood Care and Education Authority (ECCEA) is a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

Applications are invited from qualified candidates who wish to be considered for employment as **Accounting Technician (on contract)**.

2. AGE LIMIT

Candidates should not have reached their 65th birthday and should be medically fit.

3. Public Officers who have retired in the interest of the Public Service or on medical grounds will not be considered.

4. QUALIFICATIONS

Candidates should:

- i. possess a Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Accounting or passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level";
- ii. possess passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills);
- iii. reckon at least two years' experience in accounting/audit duties;
- iv. possess good analytical, communication and interpersonal skills.

DUTIES:

1. To be responsible to the Accountant/Senior Accountant for the auditing, financial and accounting business of the Authority.
2. To assist in –
 - i. the preparation of the Annual Estimates of the Authority and the Annual Final Accounts in line with statutory requirements;

- ii. the processing of monthly payroll and arrange for payments of salaries and deductions, and ensure that relevant controls are effected; and
 - iii. establishing, managing and monitoring financial reporting system.
-
- 3. To ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with.
 - 4. To prepare and examine payment vouchers and issue cheques.
 - 5. To prepare and submit monthly financial reports.
 - 6. To prepare request for grants from the Government.
 - 7. To keep proper, complete and up-to-date records of all financial transactions.
 - 8. To maintain accounting ledgers and registers.
 - 9. To monitor bank reconciliation.
 - 10. To train and supervise work of subordinate staff.
 - 11. To use ICT in the performance of his duties.
 - 12. 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 Accounting Technician (on contract) in the roles ascribed to him.

NOTE 1

The employment on contract will be for one (1) year and shall not give the selected candidate(s) any claim for permanent appointment at the ECCEA.

5. ALLOWANCE

Candidate(s) will be paid an all-inclusive allowance of Rs 47,500 per month.

6. MODE OF APPLICATION

Applications should be made on the prescribed form that can be obtained at the reception desk of the Early Childhood Care and Education Authority or can be downloaded from the website of the Authority on the following address:

www.eccea.mu

The Application Form should be submitted along with copies of the Birth/Marriage, Academic and Professional Certificates.

7. IMPORTANT

- i. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. Only the prescribed Application Form should be used.
- ii. Candidates will be contacted, as far as possible, by email and phone. Candidates are therefore advised to submit a valid email address as well as a phone number on which they can be easily contacted.

8. **CLOSING DATE OF APPLICATION**

Qualified candidates are requested to submit their applications so as to reach the Director, Early Childhood Care and Education Authority, 2nd Floor Le Windsor, Royal Road, Beau Bassin, **not later than 3.30 p.m. on Tuesday 26 March 2024**. Applications received after the specified closing date **will not be considered**. The onus for the prompt submission of applications so that they reach the Director, Early Childhood Care and Education Authority in time lies solely on applicants. The post of '**Accounting Technician on contract**' should be clearly marked on the top-left hand corner of the envelope.

The Early Childhood Care and Education Authority reserves the right:

- to call only the best qualified candidates for interview;
- not to make any appointment as a result of this advertisement.

Early Childhood Care and Education Authority

2nd Floor, Le Windsor Building,

Beau Bassin

Date: 08 March 2024