



# ROAD DEVELOPMENT AUTHORITY

Public Advertisement for December 2025

## **Vacancies for post of Accounts Clerk**

Applications are invited from qualified candidates who wish to be considered for appointment as **Accounts Clerk** in the Road Development Authority.

### **II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

### **III. QUALIFICATIONS**

Candidates should:-

A A Cambridge Higher School Certificate with a pass at "Principal Level" in Accounting **Or**

ACCA Level 1 **Or** An equivalent qualification acceptable to the Board of Road Development Authority.

Candidates should -

- (i) reckon at least 4 years' experience in Finance/Accounting/Audit Duties: and
- (ii) Be computer literate

B Candidates should produce written evidence of experience/Knowledge acquired.

### **NOTE**

1. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

2. The Authority reserves the right:
  - (i) to convene qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.
3. In line with promoting gender equity at the Road Development Authority, female candidates are encouraged to apply for the above advertised post.

#### **IV. DUTIES AND SALARY**

1. To ensure that all the accounting and financial transactions of the Road Development Authority are properly accounted for in accordance with basic principles of financial management
2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.
3. To maintain a proper system of accounting to guard against irregularity and fraud.
4. To ensure that all financial transactions are correctly recorded and comply with established rules and regulations.
5. To assist in the preparation and monitoring of Estimates.
6. To assist in the preparation of proper, accurate and timely returns.
7. To keep proper, complete and up-to-date records of all financial transactions such as cash books, ledgers and registers.
8. To assist in the processing of audit queries.
9. To ensure the full and prompt collection of revenue.
10. To effect payments on time.
11. To provide, where appropriate, proper and accurate advice on matters of accounting and finance.
12. To attend to banking transactions.
13. To use ICT in the performance of his duties
14. 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 them.

#### **NOTE:**

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.