



SEYCHELLES METEOROLOGICAL AUTHORITY

VACANCY

Assistant Accountant (1 Post)

Salary: Depending on qualification and experience plus Scheme of Service allowances

Scope of work:

Updating computerized reports of payments and revenues to reconcile with ledger documents; undertake monthly Treasury reconciliation against the general ledger; Maintain petty cash requisitions and petty cash recoupment; Maintain the credit control register and reconcile creditor's statement before submitting report to the Chief Executive Officer; Preparation of monthly salary amendment forms to submit to Treasury; Prepare virement and budget release as and when necessary; Monitoring and control of Budget; Assist the Chief Executive Officer with the preparation of yearly Budget and Financial reports.

Other prerequisite:

Must be committed, reliable, proactive and interacts well with all members of the team

Minimum Post Requirement: Candidate who has completed F1 to F9 or equivalent Advance Diploma in Accounting or Diploma in Public Finance Management; Business Studies or equivalent qualification in Accounting plus two years' experience as an Account Technician or; A'Level in Accounting or Advanced Certificate in Accounting plus three years as an Accounting Technician.

Closing Date: 11th October 2024

Applications should be forwarded to the office of the Human Resource

Seychelles Meteorological Authority

P.O.Box 1604, Victoria or Email: g.lafortune@meteo.sc