



Islamic Cultural Centre

La Paix Street, Port Louis. Tel : 240 2328/240 2360. Mail : iccmntius@intnet.mu

VACANCY FOR POST OF

ACCOUNTS OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as **Accounts Officer** at the Islamic Cultural Centre (ICC) Trust Fund, a parastatal body under the *aegis* of the Ministry of Arts and Culture.

I. AGE LIMIT

Candidates should have reached their **18th** birthday but should not have reached their **45th** birthday by the closing date for the submission of application.

II. QUALIFICATIONS

- 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” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects **or** (ii) in six subjects including English Language with at least Grade C in any one subject.

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.

- B. A Cambridge Higher School Certificate with Passes in Mathematics or Accounting obtained on one certificate **or** Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution

OR

Equivalent qualifications to A, B and C above, acceptable to the Board.

D. Candidates should:

- (i) reckon at least **four years'** experience in Finance/ Accountancy / Audit duties;
- (ii) have a positive attitude towards work;
- (iii) have a knowledge of Islamic studies and /or Arabic language; and
- (iv) have the ability to work in a team.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/ knowledge claimed.

III. DUTIES AND SALARY

1. To compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts and other reports, as required.
2. To maintain accounting records such as cash flow budgets and financial forecasts.
3. To review reconciliation and ensure smooth follow-up of outstanding items e.g bank reconciliation statement, prompt banking and payment.
4. To prepare payroll and examine vouchers before payment.
5. To prepare cheques, statement of quarterly expenses and forecast for next quarterly expenses.
6. To effect Ledger and journal entries.
7. To verify all accounting statements produced for statutory purpose and management.
8. To ensure proper safeguard and banking of revenue collected.
9. To monitor allocated budget for each item.
10. To use ICT in the performance of duties.
11. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounts Officer in the roles ascribed to him/her.

Selected candidate will, in the first instance, be appointed in a temporary capacity and will draw a flat salary of **Rs 24,475** a month plus salary compensation at the approved rate. He/she will, subject to satisfactory service, be offered appointment in a substantive capacity as and when vacancy occur.

The permanent and pensionable post carries salary in scale **Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 43,500** a month.

IV. MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed Application Form available on ICC's website and also at the **Reception Desk of the Islamic Cultural Centre (ICC), La Paix Street, Port Louis.**

IMPORTANT

1. Candidates should produce written evidence of knowledge claimed.
2. Applications **not** made on the prescribed form will **not** be accepted.
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. Incomplete and non-submission of the required documents may entail elimination of the candidate from the selection exercise.
5. The ICC Trust Fund reserves the right to:
 - convene **only** the best qualified candidates for interview; and
 - not to make any appointment following this advertisement.

V. CLOSING DATE

The duly filled in Application Form together with photocopies of academic qualifications, evidence of experience and other relevant documents in a sealed envelope clearly marked with its respective reference above on top left hand corner should reach **The Officer in Charge, Islamic Cultural Centre , Port Louis**, not later than **15.00 hrs on 13th January, 2026**. Application Forms received **after** the specified closing date and time will **not** be considered.

Date: 18th December 2025

**Islamic Cultural Centre Trust Fund
PORT LOUIS**