



SAFIRE - VACANCY

SAFIRE, an NGO providing support to street children in Mauritius is strengthening its team. It invites applications for the post of:

Financial and administrative secretary

Qualifications

- Excellent HSC results in accounting or at least 5 years experience as an account clerk
- Good written skills in English and French
- Excellent Word & Excel

Tasks

- Manage cash flow, reconciliation & bank statement, as well as liaise with the bank for transfers & any other transactions concerning the bank accounts
- Manage accounting records in Quick Book and prepare regular reports & summaries of accounting Act
- Preparing cheques & verification of bills, and arrange payments before due dates
- Operate & ensure adequate handling & maintenance of SAFIRE equipment
- Authorizing purchase after approval of Manager
- Internal control of stock
- Forecast budget per region
- Ensure procurement of services & materials as well as purchasing activities
- Prepare pay rolls and pay slips at the end of the month.
- Any other job or related task as determined by the Manager.
- Being responsible of all administrative tasks

Conditions

- Employment will be on contractual basis.
- Salary negotiable and commensurate with qualifications and experience.
- Closing date: 23 December 2011

Please send applications together with CV, motivation letter and recent passport size photo to SAFIRE, 1st floor, Joensu's Building, Royal Road, Moka
or on ismaferhat@gmail.com