

Post : Assistant Financial Operations Officer

Contract Basis- 1 Year Renewable

Salary: Rs 19 850



Helvetia Youth Hub
Helvetia
St Pierre 81405

T : 460 9004

E : nycmauritius@gmail.com

A. QUALIFICATIONS:

- (i) Possess a Cambridge Higher School Certificate with a pass in accounting at “Principal level” or passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” or Association of Chartered Certified Accountants (ACCA) Level 1.

Or an equivalent qualification acceptable to the Council.

- (ii) Reckon at least two years’ experience in Accounting and Finance duties and
(iii) Computer literate.

Candidates should –

- (i) be proactive and have the ability to work under pressure;
- (ii) possess good interpersonal and communication skills;
- (iii) possess good analytical and problem-solving skills; and
- (iv) be conversant with the latest trends and best practices in financial operations.

Candidates should produce written evidence of knowledge claimed

B. AGE LIMIT

Candidates should have reached their 18th birthday and should not have reached their 48th birthday by the closing date for the submission of application.

An end-of-contract gratuity in lieu of pension payable at the rate of two months’ salary on completion of 12 months’ satisfactory service.

C. DUTIES

The Assistant Financial Operations Officer shall be required to:

1. To ensure that financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislations and circulars, as may be issued;
2. To assist on matters relating to financial management and operations;
3. To assist in the preparation and monitoring of Budget Estimates;
4. To assist in the preparation of Financial Reports;
5. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to National Solidarity Fund;
6. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud;

7. To ensure proper, accurate and timely submission of returns as may be required;
8. To effect payments to stakeholders in time;
9. To provide assistance in the processing of audit queries related to financial issues;
10. To use ICT in the performance of his/ her duties; and
11. 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 Assistant Financial Operations Officer in the roles ascribed to him.

D. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form which may be obtained at the National Youth Council, Helvetia Youth Hub, Helvetia, St Pierre or on the Council's website <https://nyc.govmu.org/#downloads>.
2. Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
3. Applicant should possess all certificates/qualifications/testimonials at the time of application;
4. Non-submission of information/documents/certificates will entail disqualification of the applicant;
5. Copies of relevant educational certificates and National Identity Card must be attached to the application;
6. The originals of birth certificate should not be submitted with the application, but applicants should produce these, if and when called upon to do so; and
7. The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities' rests on the candidate.

E. CLOSING DATE OF APPLICATION

Applications should reach the National Youth Council, Helvetia Youth Hub, Helvetia, St Pierre not later than **Monday 19 October 2026 before 16 hours**, either by **registered post or by hand delivery**. The envelope should be clearly marked "Post of Assistant Financial Operations Officer", on the top left-hand corner.

F. NOTE

- a) Only the best qualified candidates will be called for interview.
- b) Applications not made on the prescribed form and late applications will not be considered.
- c) Selected candidates would be required to present their character certificate during interview.

Appointment to the above-mentioned post will be on a contract basis for an initial period of one year, renewable subject to satisfactory service.

THE NATIONAL YOUTH COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.

02 October 2026