



The Seychelles National Institute
for Culture, Heritage and the Arts
"Gardien Nou Léritaz"

VACANCIES

The Seychelles National Institute for Culture, Heritage & the Arts is looking for suitable qualified Seychellois to fill the following vacant positions:

POST TITLE: ACCOUNTS TECHNICIAN
SALARY BAND: B2

Job Summary:

- Responsible for the preparation of banking and processing of revenue vouchers in accordance with set policies and procedures
- Responsible for posting internal transfers, bank transfers and journals as revenue vouchers in the TIS system
- Responsible for keeping and maintaining inventory of all accounting documents
- Responsible for assisting with the monthly revenue reconciliation

Entry Requirements:

- Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting; or
- Diploma in Business Studies, plus AAT level 3; or
- Diploma in Business Studies, plus AAT Level 4; or
- 'A' level in accounting or Advanced Certificate in Accounting plus three years as an Accounts Assistant.

**Interested candidates should forward their completed applications forms (obtainable at the Human Resources Management Office), plus copy of NIN, CV, certificates and references to the Human Resource Management Unit on 4th Floor, Maison Esplanade, P.O.Box 1383,
Tel. 4 321333,
e-mail: anita.malvina@gov.sc**

Closing date for submission: Wednesday 3rd May 2023