



VACANCY

Assistant Quality Assurance Analyst

JOB SUMMARY

Assist the QAA in identifying all risks stemming from SPF payment transactions and non-compliance with Internal procedures and mitigating them through adequate verification. Ensuring SPF compliance with Institutional policies and applicable laws/regulations and meeting customer expectations.

MINIMUM QUALIFICATIONS & EXPERIENCE

A bachelor's degree in Accounting with a minimum of 3 years relevant working experience.
Or Diploma in Business Studies or AAT intermediate with a minimum of 3 years relevant experience.

SKILLS/COMPETENCIES

- Confidential
- Fast and avid learner
- Proficiency in excel / Ability to record and manipulate data in an Excel spreadsheet
- Good analytical skills
- Critical / logical thinker
- Quality and detail oriented
- Excellent record keeping skills
- Good planning and organizing skills
- Good verbal and written communication skills
- Proactive and able to take initiative
- Able to work independently and in a team
- Excellent interpersonal skills
- Strong work ethics
- Committed to professional and ethical standards

Salary: Negotiable depending on qualification and experience

Please note that should you be short listed, SPF may request that you obtain and submit a Police character certificate.

Interested candidates should download and complete an Application Form from the Seychelles Pension Fund website (www.pensionfund.sc) or request an application form by e-mail (hr@spf.sc).

Application forms are also available at the reception on the ground floor of the Pension Fund's Office at Caravelle House. Your CV, copies of certificates, references and a passport size photograph should be attached to your application form and forwarded to:

Head Human Resources & Administration
Seychelles Pension Fund
Caravelle House, Victoria, Mahe, Seychelles
Tel: 4294699, Email – hr@spf.sc

CLOSING DATE: 17th OCTOBER 2025 • WE WILL RESPOND TO SHORTLISTED CANDIDATES ONLY

Seychelles Pension Fund | P.O Box 576 | Caravelle House, Victoria, Mahe, Seychelles
Telephone: 429 46 99 | Fax: 422 50 37 | Email: info@spf.sc | Website: www.pensionfund.sc