

Job Title	:	Accountant
Salary Scale	:	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750
Reporting to	:	Head, Corporate Services
Job Objective	:	<ul style="list-style-type: none"> • To be responsible for the finance and procurement function of the CC. • To provide support in the implementation and management of specific projects and activities of the institution.
Academic qualifications and Experience Requirements	:	<ul style="list-style-type: none"> • A pass at the final examination required for admission to membership of one of the following bodies: <ul style="list-style-type: none"> - the Institute of Chartered Accountants of England and Wales; - the Institute of Chartered Accountants of Scotland; - the Institute of Chartered Accountants of Ireland; - the Association of Chartered Certified Accountants; - the Institute of Chartered Accountants of India; - the Chartered Institute of Management Accountants; and - the South African Institute of Chartered Accountants • Or an equivalent professional accountancy qualification • Be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51(2) of the Financial Reporting Act 2004. • Reckon at least three years' experience in accounting duties; experience in procurement would be an advantage.
Desirable Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none"> • Conversant with legislation applicable to Statutory Bodies and International Public Sector Accounting Standards. • Resourceful, hardworking and self-motivated with excellent interpersonal and communication skills. • Good self-management and time-management skills, and ability to prioritise conflicting objectives. • Ability to work within short deadlines and beyond core responsibilities. • Computer literate with good knowledge of office tools and accounting package.
Main Duties	:	<ul style="list-style-type: none"> • To assist the Head, Corporate Services in the daily management and implementation of finance, accounting and procurement functions, including the development and implementation of strategies, policies, procedures and systems for the proper fulfilment of the objectives of the Department. • To ensure that statutory provisions, internal regulations, policies, rules and procedures relating to financial management and procurement are properly interpreted, consistently applied and complied with. • To assist in the development, implementation and maintenance of effective financial control, accounting and financial management systems.; • To prepare the annual budget and monitor expenditures, revenue and cash flow; • To prepare statutory accounts, financial statements, management reports, and other financial reports within prescribed timelines; • To maintain proper, complete and up-to-date accounting records, books of accounts, vouchers and financial data, and produce same for audit purposes; • To prepare monthly payroll and effect payment of salaries and other expenses and performing monthly bank reconciliation and other finance processes; • To carry out procurement exercises in compliance with relevant laws and procedures, oversee contractual agreements and maintain procurement and tender records, including chairing Tender Opening Committees; • To maintain asset registers, conduct physical inventories and ensure proper control of stores, cash, plant and equipment ; • To provide reports, analysis, statistical data, and recommendations as may be required for management and policy purposes ; • To assist in the preparation of annual reports, organisation of events and advocacy activities, and provide general assistance within the Corporate Services Department as and when required; • To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.