

## SCHEME OF SERVICE

**Organisation:** Mauritius Standards Bureau

**Post:** Financial Manager

**Salary:** Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 (MSB 21)

- Qualifications:**
- A. A pass at the final examination required for admission to membership of one of the following bodies:
- (1) The Institute of Chartered Accountants in England and Wales
  - (2) The Institute of Chartered Accountants of Scotland
  - (3) The Institute of Chartered Accountants of Ireland
  - (4) The Association of Chartered Accountants
  - (5) The Chartered Institute of Management Accountants
  - (6) The Chartered Institute of Public Finance and Accountancy
- OR
- An equivalent qualification acceptable to the Standards Council.
- B. At least three years' experience in the preparation of final accounts.
- C. Candidates should:
- (i) be able to operate computerized accounting systems;
  - (ii) have strong business planning and financial modelling skills; and
  - (iii) possess excellent communication and interpersonal skills and the ability to motivate a team of officers.
  - (iv) be familiar with the International Financial Reporting Standards

Candidates should produce written evidence of any experience/knowledge claimed.

- Duties:**
1. To monitor the day-to-day running of the Finance Section and the Procurement and Maintenance Section.
  2. To direct and control the general accounting functions of the organisation and approved accounting practices in line with International Financial Standards and Statutory regulations.

3. To prepare and submit budget estimates, financial statements, statutory returns and monthly, quarterly and final accounts.
4. To monitor the budget control process within the organisation.
5. To work collaboratively with the other units to assess the financial aspects of each unit in relation to its operation as a cost centre.
6. To monitor and review the internal control system within the Finance Section.
7. To ensure the smooth running of the computerized accounting system.
8. To process audit queries, submit appropriate replies and ensure remedial action, where applicable.
9. To supervise and train staff working under his/her responsibility.
10. To be responsible for monitoring debts collection and revenue collection.
11. Tracking monitoring of debts.
12. To implement enforcement of policies of Council related to financial matters.
13. Advise Management and Council on financial matters.
14. 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 Financial Manager in the roles ascribed to them according to their postings.