

SCHEME OF SERVICE

- Organisation:** Mauritius Oceanography Institute
- Post:** Accountant/Senior Accountant
- 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 (MOI 18)
- Effective Date:** 03 September 2021
- Qualifications:** A. A pass at the final examination required for admission to membership of one of the following bodies:-
- (i) The Association of Chartered Certified Accountants.
 - (ii) The Institute of Chartered Accountants of England and Wales.
 - (iii) The Institute of Chartered Accountants of Ireland.
 - (iv) The Institute of Chartered Accountants of Scotland.
 - (v) The Chartered Institute of Management Accountants.
 - (vi) The Chartered Institute of Public Finance and Accountancy.

OR

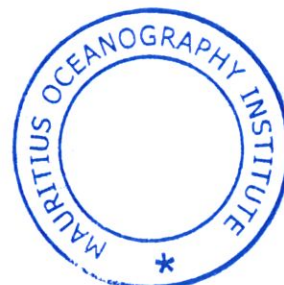
An equivalent qualification acceptable to the Board.

B. Candidates should:

- (i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 (2) of the Financial Reporting Act 2004.
- (ii) reckon at least three years' post-qualifications experience in the field of accountancy.
- (iii) possess good communication and interpersonal skills; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Roles and Responsibilities: To be responsible to the Director for all financial and accounting matters and for the day-to-day running of the Finance Section.




Duties:

1. To advise the Director on financial and accounting matters.
2. To ensure that financial accounting regulations consistently applied and complied with.
3. To prepare Annual Budget Estimates of the Institute on a timely basis and ensure that costs and variances are properly computed.
4. To attend to audit queries on financial issues, provide materials for proper replies and take corrective measures as directed.
5. To prepare and submit financial statements/returns on a timely basis, as and when required.
6. To be responsible for the implementation and follow-up of internal control measures.
7. To be responsible for the supervision and training of the staff of the Finance section.
8. To verify and monitor the analysis of expenses and revenues on a monthly basis.
9. To establish and maintain a proper control system for revenue and expenditure.
10. To assist in the design and implementation of new financial procedures.
11. To prepare proper guidelines for Budget preparation and ensure proper implementation and monitoring in accordance with guidance of Ministry of Finance, Economic Planning and Development as far as possible.
12. To use ICT in the performance of his duties.
13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accountant/Senior Accountant in the roles ascribed to him.

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Officer-in-Charge
Mauritius Oceanography Institute