

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Accountant/Senior Accountant

Salary: Rs 36225 x 925 – 39000 x 975 – 40950 x 1150 – 45550 x 1375 – 49675 x 1650 – 52975 x 1800 – 70975 x 2050 – 75075 (NEF 25)

Qualifications:

A. By selection from among Finance Officer/Senior Finance Officers who:

(a) possess a pass at the final examination required for admission to membership of one of the following bodies: -

- (i) The Institute of Chartered Accountants of England and Wales
- (ii) The Institute of Chartered Accountants of Scotland
- (iii) The Institute of Chartered Accountants of Ireland
- (iv) The Association of Chartered Certified Accountants
- (v) The Chartered Institute of Management Accountants
- (vi) The Chartered Institute of Public Finance and Accountancy

OR

an alternative qualification acceptable to the National Empowerment Foundation Board.

(b) reckon at least three years' post qualification experience in finance/financial management; and

(c) is registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act.

B. Candidates should:

(i) have a good knowledge of accounting policies, standards and regulations relating to the management of financial operation.

(ii) possess good communication and interpersonal skills;

(iii) be proficient in IT office tools, and ability to operate accounting software;

(iv) possess good analytical and problem-solving skills; and

(v) be able to work in a team and within tight schedules.

NOTE 1

In the absence of qualified of Finance Officer/Senior Finance Officers, the grade should be filled from serving officers possessing the required qualification, experience knowledge, ability and skills as laid down at A and B above.

NOTE 2

In the absence of qualified serving officers, the grade should be filled from outside candidates possessing the required professional qualification and experience.

Duties:

- 1) To assist the Finance Manager in the overall management of the Finance Department.
- 2) To prepare operational capital, cash and control budgets.
- 3) To prepare cash flow forecasts and assist in monitoring the cash flow positions with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.
- 4) To keep records of funds managed by the Foundation and to prepare annual financial statements and other statutory financial reports and ensure that accounting standards are strictly adhered to.
- 5) To ensure that accounting systems are adequate and fully support their reporting requirements.
- 6) To manage and ensure the implementation of the financial system of the NEF.
- 7) To organise and supervise the work of all staff in the Finance Section and ensure that all finance work and commitments are done properly in line with standing financial procedures and regulations and on time to avoid any liability on the Foundation.
- 8) To provide on-the-job training to staff of the Finance Section of the Foundation.
- 9) To devise and implement accounting and control systems.
- 10) To operate and manage the computerised accounting system of the NEF.
- 11) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to him.

NOTE

The Accountant/Senior Accountant may be required to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.

