MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 18 OF 2020

Vacancies for the Post of Accountant/Senior Accountant
Treasury

Applications are invited from qualified candidates who wish to be considered for appointment as Accountant/Senior Accountant in the Treasury.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should 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 equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) be registered with Mauritius Institute of Professional Accountants in accordance with section 51 of the Financial Reporting Act;
(ii) possess good analytical skills and have a sound judgment;
(iii) possess good communication and interpersonal skills;
(iv) have the ability to manage and motivate a team of officers; and
(v) be computer literate.
NOTE:

1. Candidates should produce written evidence of knowledge claimed.

2. Candidates should submit a copy of their registration certificate with Mauritius Institute of Professional Accountants together with their Application Forms.

3. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.

4. Candidates may be required to sit for a written examination as part of the selection process.

5. The Commission reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist the Assistant Accountant-General in the preparation of the Government Accounts and maintenance of a proper accounting system for Government.

V. DUTIES AND SALARY

1. To carry out research and investigations and submit comprehensive reports and recommendations, taking into account government financial and economic policies.

2. To monitor the cash flow positions of Government with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.

3. To ensure that accounting systems in Ministries/Departments are adequate and fully support their reporting requirements.
4. To keep records of funds managed by the Treasury and to prepare annual financial statements and other statutory financial reports and ensure that accounting standards are strictly adhered to.

5. To ensure the correct interpretation and application of pension laws, rules and regulations relating to passage benefits and advances for the purchase of motor vehicles.

6. To ensure the smooth operation of the computerised government accounting system.

7. To provide training and guidance to staff working under his responsibility and to supervise their work.

8. To represent the Accountant-General in meetings, as and when required.

9. To use ICT in the performance of his duties.

10. 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 Accountant/Senior Accountant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. FRINGE BENEFITS

Accountants/Senior Accountants are entitled to the following benefits:

(a) 100% duty exemption for the purchase of a car with engine capacity of up to 1500c.c. once every seven years;

(b) loan facilities for the first purchase of a car equivalent to 21 months’ salary with interest at the rate of 4% per annum, refundable in 84 monthly instalments;

(c) a monthly travelling allowance of Rs 11,500;

(d) refund of the full amount of annual subscription fee payable to Mauritius Institute of Professional Accountants;

(e) passage benefits at the rate of 5% of the gross annual salary; and

(f) an assistance of 75% of the total expenses in relation to the achievement of the appropriate number of units of Continuous Professional Development (CPD), subject to a maximum of Rs 13,750 annually on the condition that they retain their membership to recognised Institutes/Bodies to achieve a minimum number of units of CPD.
VII. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 09.00 a.m to 03.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding Username & Password the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address: pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.
VIII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. (local time) on Thursday 08 October 2020. Applications received after the specified closing date and time will not be considered.

Date: 18 September 2020

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.