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. **Candidate should submit a copy of their registration certificate with Mauritius Institute of Professional Accountants together with their application form.**

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 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 55,775 a month plus salary compensation at approved rates.

VI. **FRINGE BENEFITS**

Accountant/Senior Accountants are entitled to the following benefits:

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

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

(c) a monthly travelling allowance of Rs 10,200;
(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 50% 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 11,000 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 should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative 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 Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. On-line application can also be submitted through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VIII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, not later than 3.00 p.m. on Thursday 26 March 2015.

Date: 06 March 2015