

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 35 OF 2021

Vacancy for Post of Manager XBRL **Ministry of Finance, Economic Planning and Development** **(Corporate and Business Registration Department)**

Applications are invited from qualified candidates who wish to be considered for appointment as Manager XBRL on a **contractual basis** for a period of two years in the Ministry of Finance, Economic Planning and Development (Corporate and Business Registration Department).

II. AGE LIMIT

Candidates should not have reached their **65th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. By selection from among candidates who possess a pass at the final examinations 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 the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act;
- (ii) reckon at least three years' post registration working experience;

- (iii) have a strong understanding of International Financial Reporting Standards (IFRS)/International Accounting Standards Board (IASB) regulations and application of XBRL in the filing, retrieval and use of financial statements or any similar application;
- (iv) have a knowledge of the application of the Companies Act;
- (v) have the ability to organise and work efficiently as a team leader and meet tight deadlines; and
- (vi) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.
4. 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 be in charge of the XBRL Unit and to implement policies relating to financial reporting by companies.

V. DUTIES

1. To report to and be responsible to the Registrar of Companies for the implementation of all decisions relating to filing of financial statements via the XBRL system and/or any relevant system.
2. To advise the Registrar of Companies on any matter relating to the policy issues on the implementation of any accounting system.
3. To vet all financial statements submitted in the XBRL format and/or any other format.
4. To advise on the acceptability of financial statements submitted via the XBRL system and any other system.
5. To ensure that the stakeholders concerned comply with the relevant regulations/practice directions governing the eXtensible Business Reporting Language (XBRL) and any similar applications.
6. To respond to queries on XBRL and any related system from audit firms, management companies and other stakeholders.
7. To provide training on XBRL to representatives of audit firms, management companies, accountants, company secretaries and other professionals.
8. To assist audit firms, management companies, accountants and other professionals in using the iFile tool.
9. To generate reports and prepare statistics on XBRL.
10. To supervise the work of a team of officers in the XBRL Unit and provide training and coaching/guidance to them.
11. To use ICT in the performance of his duties.
12. 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 Manager XBRL in the roles ascribed to him.

VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT

The selected candidate will be offered **either assignment of duties** against the vacancy in the case of serving officer **or contract appointment** if he is not in the Public Service.

The terms and conditions are as follows:-

A. **Assignment of duties against the vacancy**

A public officer on permanent and pensionable establishment, assigned the duties of Manager XBRL, will be eligible for an allowance and benefit from all the privileges attached to the post in accordance with prevailing rules and regulations in the Public Service.

B. **Contract Appointment**

1. **Salary**

Either

a monthly salary of Rs 42,325 for candidates reckoning more than 5 years' and up to 10 years' post registration working experience

Or

a monthly salary of Rs 33,425 for candidates reckoning up to 5 years' post registration working experience.

2. **Travelling Allowance**

In accordance with regulations in force.

3. **Passage Benefits**

5% of annual salary. However, passage benefits will not be earned during the 21 days' annual leave taken or cashed.

4. **Leave**

(a) **Sick Leave**

At the rate of **21 working days** for every year of contract. Sick leave, not taken, will not be convertible into cash; and

(b) **Annual Leave**

At the rate of **21 working days** for every year of contract which may be taken on and off to cater for brief absences. Such leave not taken may be cashed at the end of the contract or may be accumulated.

5. **Gratuity**

Two months' salary on completion of twelve months' satisfactory service subject to the condition that it would be legally binding on the officer to reimburse any outstanding loan on termination or expiry of contract.

6. **Termination of Contract**

- (a) The Government may, at any time, terminate the employment of the officer by giving one month's notice in writing or by paying one month's salary.
- (b) The officer may resign from his/her employment by giving one month's notice in writing or by paying to the Government one month's salary.
- (c) In the event of misconduct, the Government may terminate his/her employment forthwith and thereupon all rights and advantages reserved shall cease.

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 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 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 the following address **<https://psc.govmu.org>**
- 4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. 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

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 14 July 2021.**

Date: 24 June 2021

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