

PROPOSED SCHEME OF SERVICE

- Organisation:** Mauritius Sports Council
- Post:** Accountant/Senior Accountant
- Salary:** Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (MSC 9)
- Qualifications:**
- A. A pass at the final examination required for admission to membership of one of the following bodies -
- (i) The Institute of Chartered Accountants in 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 Institute of Chartered Accountants of India;
 - (vi) The Chartered Institute of Management Accountants; and
 - (vii) The Chartered Institute of Public Finance and Accountancy
- OR
- an equivalent professional accountancy qualification acceptable to the Board of the Mauritius Sports Council.
- B. Candidates should -
- (i) be registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act 2004;
 - (ii) possess good analytical skills and have a sound judgement;
 - (iii) have the ability to manage and motivate a team of officers;
 - (iv) possess good interpersonal and communication skills; and
 - (v) be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Roles and Responsibilities:** To be responsible to the Director for all finance matters of the Mauritius Sports Council.
- Duties:**
1. To be responsible for the day-to-day management of the Finance Section including the supervision and training of staff.
 2. To formulate and maintain adequate financial policies and procedures throughout the Council and to advise the Director and the Board on all financial matters and policies.
 3. To ensure compliance with the Financial Reporting Act.

4. To prepare -
 - (i) the Annual Recurrent and Capital Estimate of Revenue and Expenditure; and
 - (ii) Financial Annual Reports including statements and maintain records of all the financial and accounting transactions of the Council.
5. To liaise with the Mauritius Revenue Authority and other relevant Authorities on issues of finance, as and when required.
6. To design, revise and implement accounting systems and procedures in accordance with accounting principles and regulations in force.
7. To advise in the preparation of a uniform financial system for implementation of training schemes.
8. To examine the estimates, records and documents of institutions concerned with training.
9. To ensure the timely preparation of the Budget and financial statements of the Council.
10. To be responsible for -
 - (i) property and assets management;
 - (ii) all financial transactions and budget including the preparation and processing of payroll;
 - (iii) the collection of revenues according to approved rates.
11. To administer the Budget of the Council.
12. To carry out cost-benefit and cost-effectiveness analysis to help the Council in making a rational use of resources.
13. To use ICT in the performance of his duties.
14. 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.