

MAURITIUS SPORTS COUNCIL
SCHEME OF SERVICE
FINANCE OFFICER (ON CONTRACT)

- ORGANISATION** : Mauritius Sports Council is a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation
- POST** : Finance Officer
- SALARY** : RS 28 200 – 42 700
- AGE LIMIT** : candidates, unless already serving in the public sector, should not have reached their **45th** birthday by the closing date for the submission of applications

QUALIFICATIONS:

- A.** A diploma in Financial Management or Accounting or Accountancy from a recognised institution.
- B.** A pass in all papers of the Fundamentals (Knowledge) of the ACCA Examinations; or
- C.** a pass at stages I and II (complete) of the Chartered Institute of the Management Accountants (CIMA) Examinations.

OR

An equivalent qualification acceptable to the Board.

- D.** Candidates should:-
 - (i) have knowledge of policies, rules and regulations relating to the management of financial operations in the Public Sector ;
 - (ii) possess good interpersonal and communication skills;
 - (iii) possess organising and supervisory skills; and
 - (iv) be computer literate.

NOTE

Finance Officers may be required to follow appropriate courses to make them conversant with the latest development in the financial, IT and accounting fields relevant to their duties, payroll packages or any other software in use at the Council.

DUTIES:

1. To supervise and advise on matters related to financial operations and management, and transactions at the Mauritius Sports Council.
2. To ensure that:-
 - (a) financial, procurement and other relevant legislations and regulations are understood, correctly applied and fully complied with;
 - (b) the accounting arrangements of the Council are properly done, and to guard against irregularity and fraud;
 - (c) collection of revenue is effected promptly; and
 - (d) financial operations are carried out in accordance with the applicable legislations and regulations and to flag non-compliance and misinterpretation of the existing rules and regulation, and to recommend corrective action.
3. To prepare payrolls, payment vouchers and other remittances in a timely manner.
4. To prepare/assist in the preparation of Budget Estimates and financial Statements of the Council.
5. To keep proper, complete and up-to-date records, of all financial transactions, monthly cash flows, budget reports, and management reports as required.
6. To attend to audit queries on financial issues, provide materials for reply, and take corrective measures, as directed.

7. To examine and analyse requests for funds, cash flow statements, budgetary proposals falling under the purview of Council.
8. To examine the budget proposals and claims for capital funds.
9. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
10. To devise, maintain, and monitor an effective Management Information System.
11. To assist Management to effectively analyse, interpret internal and external reports, and to propose and initiate corrective measures.
12. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme.
13. To monitor the work of subordinate staff and provide on-the-job training, as may be required.
14. To keep abreast of latest developments in financial and accounting fields relevant to his duties.
15. To use ICT in the performance of his duties.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Finance Officer in the roles ascribed to him.

Note:-

The Finance Officer may be required to work outside normal working hours, as and when required.