



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

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SCHEME OF SERVICE

- Post:** Accountant on full-time and contractual basis
- Period of contract:** One (1) year, renewable
- Salary:** Negotiable and will be commensurate with experience and qualifications
- Gratuity:** Two (2) months salary on satisfactory completion of contract
- Travelling allowance:** Negotiable
- Reporting to:** The Director
- 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 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 Institute of Cost and Management Accountants
 - (vii) The Chartered Institute of Public Finance and Accountancy
- OR**
- an equivalent qualification acceptable to the Board.
- B. Candidates should:-
- (i) be registered with the Mauritius Institute of Professional Accountants in accordance with the section 51 of the Financial Reporting Act;
 - (ii) reckon at least three years' post qualification experience in financial management;
 - (iii) possess good analytical skills and have a sound judgement;



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- (iv) possess good problem-solving and organising skills and be able to deliver outputs in a timely manner;
- (v) possess good interpersonal and communication skills;
- (vi) have the ability to manage and motivate a team of officers;
- (vii) have knowledge in Finance/Accounting software, and
- (viii) be computer literate.

Candidates should produce written evidence of experience / knowledge claimed.

Role and Responsibilities: To be responsible to the Director for overall management of the Finance Department in accordance with the prevailing policies and procedures of the Society.

- Duties:**
1. To be responsible for devising and implementing the following:-
 - (i) Financial, Stores and Cost Accounting Systems;
 - (ii) Internal Control Systems;
 - (iii) Standard Costing and Budgetary Control Systems; and
 - (iv) Management Information System
 2. To formulate financial rules and procedures.
 3. To prepare statutory financial reports.
 4. To prepare Operational Capital, Cash and Control budgets, monitor and review same for effective results.
 5. To carry out Financial and Cost Analysis for planning and cost effectiveness and profitability.
 6. To assist the Director in exercising general supervision and maintaining discipline in the Finance Section.
 7. To advise Heads of departments on accounting matters.



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8. To carry out research and investigations and submit comprehensive reports and recommendations, taking into account the Society's financial policies.
9. To monitor the cash flow positions of the Society with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.
10. To ensure that account systems in the Society are adequate and fully support their reporting requirements.
11. To ensure the implementation and smooth operation of the Society computerised accounting system.
12. To attend meetings, as and when required.
13. To assist the Director in providing materials for reply to Audit queries and comments on financial issues.
14. To ensure compliance with reporting requirements and the Financial Reporting Act.
15. To assist in:-
 - (i) the formulation of budgetary policies, the production of the Annual Budget and monitoring of budgetary expenditure and revenue;
 - (ii) the evaluation of technical and financial proposals for selection of various service providers;
 - (iii) the submission of management reports to the Board, as and when required; and
 - (iv) the development of financial strategies for the Society.
16. To use ICT in the performance of his duties.
17. 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 in the roles ascribed to him.