

SCHEME OF SERVICE

<u>Organisation:</u>	Gambling Regulatory Authority
<u>Post:</u>	Accountant
<u>Salary:</u>	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 – 62,700 (GRA 14)
<u>Qualifications:</u>	A. Candidates should be registered as an Associate or Fellow member of the following bodies – (a) The Institute of Chartered Accountants of England and Wales (b) The Institute of Chartered Accountants of Scotland (c) The Institute of Chartered Accountants of Ireland (d) The Association of Chartered Certified Accountants (e) The Chartered Institute of Management Accountants (f) The Chartered Institute of Public Finance and Accountancy

OR

an equivalent professional qualification acceptable to the Authority.

- B. Candidates should –
- i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Report Act;
 - ii) reckon at least three years' post qualification experience in accounting/finance duties;
 - iii) possess good organisation, supervisory and analytical skills;
 - iv) possess a knowledge of public sector accounting and budgeting principles and procedures;
 - v) possess the ability to present account and financial data in a clear and understandable manner to both technical and non-technical users;
 - vi) have the ability to collect and organise accounting and financial data, interpret significance and prepare accurate financial reports;
 - vii) possess a high sense of responsibility and confidentiality;
 - viii) be conversant with accountancy package; and
 - ix) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

Role and To be responsible to the Chief Executive for all finance matters of the Authority.
Responsibilities:

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 Authority and to advise the Chief Executive and the Board on all financial matters and policies.
3. To ensure compliance with the Financial Reporting Act.
4. To prepare the Annual Recurrent and Capital Estimate of Revenue and Expenditure.
5. To ensure that Final Accounts of licensees are submitted in accordance with the Act and to submit relevant analytical reports.
6. To prepare Financial Annual Reports including statements and maintain records of all the financial and accounting transactions of the Authority.
7. To liaise with the Mauritius Revenue Authority and other relevant Authorities on issue of finance, as and when required.
8. To collect licence fees and security deposits from licensees and to ensure their validity.
9. To design, revise and implement accounting systems and procedures in accordance with accounting principles and regulations in force.
10. To be responsible for –
 - (i) property and assets management; and
 - (ii) all financial transactions and budget including the preparation and processing of payroll.
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 Accountant in the roles ascribed to him.