MAURITIUS INSTITUTE OF EDUCATION

SCHEME OF SERVICE

Organisation: Mauritius Institute of Education

Post: Financial Controller

Salary Scale: Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 (MIE 39)

Qualification: A. Candidates should –

(a) be registered with the Mauritius Institute of Professional Accounts (MIPA) in accordance with Section 51 of the Financial Reporting Act; and

(b) possess a Master’s Degree in Finance or Management from a recognized institution or an equivalent qualification acceptable to the Board.

B. Candidates should have:

a) at least five years’ experience in finance/accountancy field;

b) strong leadership capabilities coupled with drive and initiative;

c) good IT background and familiar with international financial trends and accounting software packages;

d) high-level analytical skills, sound administrative and organising skills;

e) good communication and strong interpersonal and managerials skills; and

f) emphasis on high quality deliverables.

Role and Responsibilities: To advise and be responsible to the Director on a wide range of financial matters including budget formulation, monitoring, expenditure control, accounting, financial aspects of planning, management of projects, preparation of strategic plan and financial operations.
2.

**Duties:**

1. To advise on all aspects of financial policy and management and continuously improve the financial operations of the MIE.

2. To ensure that all finance records are kept accurately and securely and in line with legislative requirements.

3. To develop and maintain thorough financial procedures for the organisation including staff payroll, revenue, insurance policies and pension systems, invoice/payments etc.

4. To initiate appropriate action made on recommendations in the audit report or management letter.

5. To prepare the draft annual statutory accounts in accordance with relevant accounting standards.

6. To monitor the work of all staff in the Finance Section.

7. To advise the Director in the preparation of cost estimates of all MIE programmes and capital projects for inclusion in the budget of the organisation.

8. To ensure that the internal control system is being operated as intended.

9. To ensure a proper management information system so that appropriate and reliable information come to management’s attention in a timely manner.

10. To assess financial operations performance against set targets and to propose corrective action to the Director.

11. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.

12. To implement Performance Management System in the Finance Section.

13. To ensure that special accounts in connection with courses run in collaboration with local and foreign universities/international organizations are kept and that financial statements are produced to management, as and when required.

14. To represent the Institute on Committees, as and when required.

15. To submit regular reports to the Council on the financial matters.

16. To use ICT in the performance of his/her 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 Financial Controller in the roles ascribed to him/her.