



## MAURITIUS INSTITUTE OF EDUCATION

### Resource Person: Accounting (On Contract Basis)

Applications are invited from suitably qualified candidates to work on a contract basis as Resource Person at the MIE **for a period of six months as from October/November 2021.**

This position will support the Finance team mainly in updating records in relation to its Non-Current Assets for the last five (5) financial years and performing other related duties.

#### **Minimum Qualifications:**

- A degree holder in the field of Accounting or successful completion of the ACCA Fundamental Level (formerly Part 2) or any other equivalent qualification in Accounting is acceptable

Candidates should:

- Be IT literate and conversant with Microsoft office tools;
- Ability to meet strict deadlines;
- Self-motivated and detail oriented;
- Have prior experience in an accounting working environment;
- display high professional ethics;
- be able to execute instructions in a swift and efficient manner; and
- be unemployed and available immediately to start the work.

#### **Duties:**

The Research Assistant is expected to carry out the following duties for each financial year:

- Reconcile figures for Additions, Disposals, depreciation and any adjustments relating to Non-Current Assets with available books and records;
- Identify and investigate on any discrepancies between records pertaining to Non-Current Assets;
- Update of the Fixed Assets Register;
- Reconcile figures with the Fixed Assets Schedule and Accounts for the respective financial years;

- Liaise, collaborate and coordinate with team members and relevant Sections/Departments as and when necessary;
- Preparing Non-Current Assets related schedules; and
- Perform other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from the Research Assistant in the roles ascribed to him.

**Remuneration:** A flat rate of Rs 23,500/= per month will be paid subject to satisfactory performance. All travelling expenses (to attend official duties only) will be refunded at bus rate.

Applications should be submitted in two copies on the prescribed form obtainable at the Reception Desk, Mauritius Institute of Education, Réduit during office hours on weekdays or can also be downloaded from our website: <http://www.mie.ac.mu>

Application forms duly completed and supported by photocopies of birth, educational certificates and all relevant documents should reach the **Office of the Registrar, Mauritius Institute of Education, Réduit**, at latest by **Monday 11 October 2021 at 15 00**. Candidates must produce written evidence of any experience claimed.

**Late applications will not be considered.**

The Mauritius Institute of Education reserves the right:

- (i) to interview only the most suitable applicants; and
- (ii) not to make any appointment as a result of this advertisement nor will assign any reason thereof.

**Interested candidates are requested to contact the Registrar's Office, 7<sup>th</sup> Floor, MIE Tower, Réduit for any additional information.**

**Mr O. Saraye**  
**Registrar**  
**Mauritius Institute of Education**  
**Réduit**  
**Tel: 401 6555; Fax: 454 1037**  
[registrar@mie.ac.mu](mailto:registrar@mie.ac.mu)

[www.mie.ac.mu](http://www.mie.ac.mu)

**Date:** 22 September 2021