

SCHEME OF SERVICE

ORGANISATION	The Sir Seewoosagur Ramgoolam Botanic Garden Trust
POST:	Accountant
SALARY:	Rs 26675 x 750 – 29675x900 – 34,175 x 1,200 – 37775 x 1500 – 52775
QUALIFICATIONS:	Candidates should – <ul style="list-style-type: none">(i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51(2) of the Financial Reporting Act 2004;(ii) possess the Internet and Computing Core Certification (IC 3) with knowledge of office package or documentary evidences of any approved IT proficiency programme followed acceptable to the Board;(iii) reckon at least two years' post qualification experience at senior management level in the public or private sector; and(iv) have personal credibility and integrity and excellent financial control skills; and(v) be able to lead and work in a team.

Candidates should produce written evidence of experience claimed.

DUTIES:	<ol style="list-style-type: none">1. To be in charge of the Finance Department of the Sir Seewoosagur Ramgoolam Botanic Garden Trust and to be responsible to the Director on all aspects of financial management, including procurement and supply, of the Trust.2. To establish and maintain proper accounting and financial control systems and procedures.3. To maintain proper record of the Trust's financial transactions and prepare financial statements.4. To make arrangements for the safe and efficient collection and custody of sums owing and discharge of sums due.5. To be responsible for the safe-keeping of all
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financial documents.

6. To prepare and submit the annual estimates, final accounts and annual and periodical reports on financial matters of the Trust.
7. To carry out feasibility studies regarding projects of the Trust.
8. To supervise the work of subordinate staff of the finance division.
9. 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.