

Job title	:	Finance and Administrative Manager
Salary Scale	:	Rs 90,000
Job Objective		<ul style="list-style-type: none"> • Responsible for the day-to-day management of the Finance and Administration section of the Trust • Assisting in the implementation of policies and strategies of the Trust in accordance with the provisions of the Act
Academic qualifications and Experience Requirements	:	<ol style="list-style-type: none"> 1. A member of the Mauritius Institute of Professional Accountants or an alternative equivalent membership from a professional body acceptable to the Trust 2. A minimum of five years' post-qualifications relevant experience in a senior role
Knowledge, Aptitude and Competencies	:	<ol style="list-style-type: none"> 1. Knowledge in Finance, Public Procurement, HR and Administration 2. Good analytical and problem-solving abilities 3. Good interpersonal, communication and presentation skills 4. Ability to think proactively, with excellent leadership, and organisational skills 5. Computer literate, good knowledge of office tools and accounting package
Main Responsibilities and Duties	:	<ol style="list-style-type: none"> 1. The Finance and Administrative Manager will be responsible to the Chief Executive Officer for the smooth functioning and management of the Trust; 2. To be responsible of the effective and efficient management of the Finance and Administration section of the Trust and consisting of the finance, procurement, HR, IT and administration function: <ul style="list-style-type: none"> • Establish and improve the operational systems and procedure of the Trust • Prepare and manage the budget of the Trust in coordination with the Chief Executive Officer • Ensure the preparation and maintenance of all financial and administrative records. • Supervise preparation of all monthly and annual finance reports in a timely manner. • Evaluate existing accounting system and recommend improvements if required. • Oversee the procurement exercise ensuring compliance with the rules. • Oversee the IT Unit • Oversee recruitment exercise Interview, training of employees, performance evaluation, and promotion decision activities. 3. To act as secretary during board meetings; 4. To contribute in the development and management of goals and objectives of the Trust; and 5. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.