MAURITIUS INSTITUTE OF HEALTH
POWDER MILL, PAMPLEMOUSSES

Vacancy for the post of Accounts Officer

Applications are invited from qualified candidates who wish to be considered for employment as Accounts Officer at the Mauritius Institute of Health.

Candidates should hold-

1. Qualifications:  
   A. A Cambridge Higher School Certificate with passes in at least two subjects at Principal Level including Mathematics or Accounting obtained one certificate or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”.

   B. A Diploma in Accounting from a recognised institution or Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge).

   OR

   Equivalent qualifications to A and B above acceptable to the Board of the Mauritius Institute of Health.

   C. Candidates should also-  
      (i) reckon at least 2 years’ experience in financial duties; and  
      (ii) be computer literate.

Note
Candidates should produce written evidence of knowledge/experience claimed.

2. Duties
   1. To be responsible for the day-to-day financial transactions of the Institute.
   2. To prepare and monitor the budget of the Institute.
   3. To advise and assist management in all financial and accounting matters.
   4. To ensure that all financial transactions comply with established rules and regulations.
   5. To compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts.
   6. To verify bank reconciliation statements and ensure follow-up on outstanding items.
   7. To ensure that all cash transactions are properly recorded and remittance are made on time.
8. To perform duties related to the Pay As you Earn System of Taxation and Tax Reduction Scheme.

9. To provide assistance in the processing of audit queries related to financial issues.

10. To be responsible for the preparation of the accounts of the Institute.

11. To prepare payroll and examine vouchers before payments.

12. To sign cheques and other documents.

13. To carry out regular checks to ensure that the activities of the Institute are being carried out in a cost-effective manner.

14. To report on all internal audit matters and deficiencies and to propose remedial action.

15. To be responsible for all stores transactions.

16. To supervise and monitor the work of junior staff and provide on-the-job training as may be required.

17. To use ICT in the performance of his duties.

18. 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 Accounts Officer in the roles ascribed to him.

3. Age Limit: Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

4. Salary: The permanent and pensionable post carries salary in scale of Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 (MIH 15)

5. Mode of Application:
   i) Qualified candidates should submit their applications on forms which may be obtained at the Mauritius Institute of Health. Application forms may also be downloaded from the website: http://mih.govmu.org
   
   ii) Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are, therefore, advised to submit their e-mail address.

   iii) **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

6. Closing Date:

Applications, duly filled in on the prescribed form with full CV, should reach the Executive Director, Mauritius Institute of Health, Powder Mill, Pamplemousses, **not later than 3.30 p.m. on Friday 11 June 2021.** Envelopes should be clearly marked “Accounts Officer” in the top left corner.
Applications received after the closing date and time or without the required documentary evidence of qualifications and experience will not be considered.

The Institute reserves the right:-

(i) to convene only the best qualified candidates for interview; and
(ii) not to make any appointment following this advertisement.

Date: 18 May 2021

Mauritius Institute of Health
Pamplemousses