



MANUFACTURING SECTOR WORKERS WELFARE FUND

VACANCIES

The Manufacturing Sector Workers Welfare Fund invites application from suitably qualified candidates for the post of **Accountant on a contract basis for an initial period of one year, renewable.**

Details of the advertisement and particulars of the scheme of service are available at the seat of the Fund, **Mangalkhan, Floreal** or from the website <http://mswwf.govmu.org>

Applications should be made on the prescribed forms available at the seat of the Fund or can be downloaded from the website at:
<https://mswwf.govmu.org/Documents/Application%20form%20for%20Vacancy.PDF>

Late and/or wrongly filled applications as well as those not made on the prescribed forms will not be considered.

All applications should reach, The Officer in Charge, Manufacturing Sector Workers Welfare Fund, Mangalkhan, Floreal not later than **15 30 hrs on Friday 03 March 2023.**

Only the best qualified candidates will be called for interview.

The Manufacturing Sector Workers Welfare Fund reserves the right not to fill the vacancies as a result of this advertisement.

10 February 2023



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The Manufacturing Sector Workers Welfare Fund invites application from suitably qualified candidates for the post of **Accountant on a contract basis for an initial period of one year, renewable**, based on good performance.

Salary:

negotiable based on qualifications and experience within the following salary scale:

Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650
– 54200 x 1700 – 62700

Qualifications:

- A. A pass at the Final Examination required for admission to membership of one of the following accounting bodies: -
- (a) The Institute of Chartered Accountants of England and Wales
 - (b) The Institute of Chartered Accountants of Scotland
 - (c) The Institute of Chartered Accountants of Ireland
 - (d) The Association of Chartered Certified Accountants
 - (e) The Chartered Institute of Management Accountants
 - (f) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent qualification acceptable to the Manufacturing Sector Workers Welfare Fund Board

- B. Good communication and interpersonal skills

Note: Candidates should be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51(2) of the Financial Reporting Act 2004.

Duties:

- (1) To advise the General Manager on all financial matters.
- (2) To conduct the day-to-day business of the Finance and Accounting Division (e.g. preparation of journal and payment vouchers, trial balances, reconciliation statements, petty cash payments).
- (3) To keep accounting records and books of accounts (e.g. general ledger subsidiary ledger).
- (4) To be responsible for the preparation of the Annual Estimates of the Fund.
- (5) To maintain proper control on income and expenditure, and the assets of the organisation (furniture, equipment, vehicle, etc).
- (6) To prepare regular financial reports on income and expenditure trends.
- (7) To prepare Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) in line with statutory requirements.
- (8) To ensure that the payroll and other disbursements in connection with the Fund's business are prepared and that all payments are effected in accordance with prevailing standing orders.
- (9) To ensure that finance, accounting and stores regulations are correctly applied and fully complied with.
- (10) To administer revenue collection through:
 - prompt collection of contribution payable under Regulations and repayments under loan schemes; and
 - enforcement of payment of contribution and arrears from non-compliant enterprises and overdue debtors.
- (11) To administer the finance and accounting database of the Fund's computerised system.
- (12) To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from an Accountant in the roles ascribed to him/her.