

LOCAL GOVERNMENT SERVICE COMMISSION
VACANCIES FOR THE POST OF PRINCIPAL ACCOUNTANT
IN THE LOCAL GOVERNMENT SERVICE

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified candidates who wish to be considered for appointment as Principal Accountant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 38350 x 1225 - 40800 x 1525 - 49950 x 1625 - 62950 x 1850 - 68500 x 1950 - 70450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 38350 a month.

II. Age Limit:

Candidates should have reached their 18th birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

- (A) By selection from among candidates who are registered as professional Accountants with the Mauritius Institute of Professional Accountants (MIPA) and who reckon at least five years' post qualification experience.
- (B) Candidates should :
 - (a) have good communication, strong interpersonal and managerial skills;
 - (b) be familiar with international financial trends and accounting software packages.

NOTE 1: Candidates should produce written evidence of any experience/knowledge claimed.

NOTE 2: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

NOTE 3: Candidates should enclose photocopies of their academic/technical qualifications, their valid registration Certificate/proof of application made for renewal of membership with MIPA, their National Identity Card and where applicable, relevant documentary evidence of experience claimed.

NOTE 4: Candidates may be requested to submit a Certificate of Character.

IV. ROLE AND RESPONSIBILITIES:

To be responsible to the Financial Controller for the overall organization, control and monitoring of the financial administration of the Council in accordance with established accounting practices and standards.

V. DUTIES:

1. To assist the Financial Controller in:
 - (i) the performance of his/her duties and in the proper running of the Income and Expenditure Sections;
 - (ii) the preparation of Draft Annual Estimates and ensure that funds are used according to financial regulations in force; and
 - (iii) the establishment of proper Accounting Policy and transparent financial control systems and procedures.
2. To deputise for the Financial controller and to sign cheques, as and when required.
3. To scrutinize expenditure against the Estimates of Council on the basis of the monthly return of Expenditure.
4. To submit reports of virement and draft supplementary estimates to the respective Committee and subsequently to the Finance Committee.
5. To prepare quarterly claims for submission to the Ministry in accordance with Grant-in-Aid and ensuring that payments are effected.
6. To prepare the Final Accounts of the Council as well as abstract of Account on Standardised Form and summary of Accounts for publication in the Gazette.
7. To keep the Cash Book for regular reconciliation with Bank Statements and Load Records Books and arrange for payments on the due dates.

8. To attend to Council and Committee meetings whenever required.
9. To deal with all correspondences of the Finance Department.
10. To use Information and Communication Technology in the performance of his/her duties.
11. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Principal Accountants in the roles ascribed to them according to their postings.

VI. MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) **either**

on **LGSC Form 7** which may be obtained **either** from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side **or** from any Local Authority.

(b) **or**

online through the website of the Local Government Service Commission at **<http://lgsc.govmu.org>** or through the Government Citizen Portal at **<http://citizen.govmu.org>**

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the Local Government Service Commission at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call during weekdays **either** at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission **within a week after the closing date**.

- (iv) Candidates are advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-

“Post of Principal Accountant, Local Government Service”

VII. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 pm on Monday 2 April 2018.**

IMPORTANT

- (i) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 20 March 2018