

**LOCAL GOVERNMENT SERVICE COMMISSION**  
**VACANCY FOR THE POST OF ACCOUNTANT/SENIOR 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 **Accountant/Senior Accountant** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 28,625 a month.

**2. Age Limit:**

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

**3. Qualifications:**

Candidates should:-

A. possess a pass at the final examination required for admission to membership of one of the following bodies:-

- (i) The Association of Chartered Certified Accountants.
- (ii) The Institute of Chartered Accountants of England and Wales.
- (iii) The Institute of Chartered Accountants of Scotland.
- (iv) The Institute of Chartered Accountants of Ireland.
- (v) The Chartered Institute of Management Accountants.
- (vi) The Chartered Institute of Public Finance and Accountancy.

**Or**

Equivalent qualifications acceptable to the Local Government Service Commission.

- B (i) be registered as professional Accountant with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Reporting Act 2004;
- (ii) possess good analytical skills and have a sound judgement;
- (iii) possess good communication and interpersonal skills;
- (iv) have the ability to manage and motivate a team of officers; and
- (v) be computer literate.

**NOTE:**

1. **The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**
2. **Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents / Interview. However, they should enclose photocopies of their valid registration Certificate/proof of application made for renewal of membership with MIPA.**
3. **Candidates may be requested to submit a Certificate of Character.**
4. **Candidates are informed that they may be outposted to any sub office of the Local Authority.**

**4. Role and Responsibilities:**

To be responsible to the Financial Controller/Principal Accountant for the organisation, control and monitoring of the financial administration of the Municipal/District Council in accordance with established accounting practices and standards and those prescribed by the Ministry including:

**5. Duties:**

1. To prepare adequate accounts in respect of any scheme and the financing thereof which the Council may decide to engage into.
2. To assist in the supervision of all financial and accounting systems including:-
  - (a) The preparation of Final Accounts;
  - (b) The preparation of financial statistics; and
  - (c) The preparation of the budget.
3. To supervise financial control procedures.
4. To deputise for the Financial Controller and to sign cheques, as and when required, in the absence of a Principal Accountant.
5. 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 as may be directed by the Financial Controller.
6. To keep Registers, records of assets of Council and insurance transactions.
7. To monitor insurance transactions of the Council.

8. To attend committees as and when required.
9. To assist in the monitoring of banking and investment of the activities of the Council.
10. To maintain Cash Book and fixed Asset Register of the Council.
11. To use ICT in the performance of his/her duties.
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 Accountant/Senior Accountants in the roles ascribed to them.

6. **Mode of Application:**

(i) Qualified candidates should submit their applications :

(a) **either**

on LGSC Form 7a 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 7a) 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 on 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 already in the Local Government Service 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 Accountant/Senior Accountant-  
Local Government Service”**

7. **Closing Date:**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 pm on Tuesday 22 January 2019.**

**IMPORTANT**

- (i) Qualifications and 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: 8 January 2019**