LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.27 OF 2025

VACANCY FOR THE POST OF FINANCIAL CONTROLLER
LOCAL GOVERNMENT SERVICE

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

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Financial Controller in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500 a month.
Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 71800 a month.

II. QUALIFICATIONS

(A) By selection from among Principal Accountants of the Local Government Service who are registered as professional Accountants with the Mauritius Institute of Professional Accountants (MIPA) and who reckon at least five years' service in a substantive capacity in the grade as at the closing date of advertisement.

(B) Candidates should:

a) have leadership capabilities, show drive and initiative;

b) possess analytical skills, sound administrative and organizing skills;

c) possess good communication and strong interpersonal and managerial skills;

d) be familiar with international financial trends and accounting software packages.

Note: Candidates should produce written evidence of any experience/knowledge claimed

Note:

1. *The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*

2. *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*

3. *Candidates are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III. ROLE AND RESPONSIBILITIES

To be responsible to the Chief Executive for the financial administration of the Council in conformity with the provisions of the Local Government Legislation, relevant rules and regulations and standing instructions.

IV. DUTIES

1. To advise on all aspects of financial policy and management and continuously improve the financial operations of the Council.

2. To establish proper accounting and financial control systems and procedures in a consistent way including:

   (a) the preparation of detailed accounts of the Council and their submission to the Director of Audit;

   (b) the preparation of the Council's budget in consultation with the Chief Executive for submission to the Council and to the Government;

   (c) the management of the Council's banking business and investments;

   (d) the supervision of the day to day financial business of the Council;

   (e) the provision and monitoring of insurance policies in favour of the Council; and

   (f) the arrangement of continuous internal control of Finance and Procurement duties.

3. To devise efficient and effective systems of budgetary control with a view to ensuring the judicious and transparent use of funds according to financial regulations in force and for the purpose for which they were provided in the approved budget.

4. To prepare in consultation with other Heads of Department and submit the annual budget estimates, periodical reports and returns as required and ensure follow up of budgeting control.

5. To be responsible for the collection and monitoring of all Council's revenues specially recovery and control of General Rates.

6. To be a Member of the Council's Tender Committee and any other committee and to attend the Council's meetings, as and when required.

7. To ensure that all the daily revenues of the Local Authority are timely remitted to the Council and the bank in accordance with the instructions mentioned in the Financial Management Manual.

8. To use Information and Communication Technology in the performance of his/her duties.

9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Financial Controllers in the roles ascribed to them according to their postings.

V. MODE OF APPLICATION

(i) Candidates should submit their applications on **LGSC Form 7a** which may be obtained from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

NOTE: 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 following address: *http://lgsc.govmu.org*.

(ii) 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.

(iii) Candidates are advised to read carefully **the 'NOTES AND INSTRUCTIONS TO CANDIDATES'** before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner: -

"Post of Financial Controller,
Local Government Service"

VI. 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 15.00 hours on Wednesday 28 May 2025.**

IMPORTANT

(i) Qualifications/equivalence of qualifications and recognition of institution 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;

(b) to convene only the best qualified candidates for interview; and

(c) to fill from this selection exercise, any vacancy which might occur in other Local Authorities.

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 15 May 2025