

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 55 OF 2026

**VACANCIES FOR THE POST OF FINANCIAL OPERATIONS OFFICER/
SENIOR FINANCIAL OPERATIONS OFFICER
IN THE 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 Operations Officer/Senior Financial Operations Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 34,160 a month. However, for the Year 2026, the discounted flat salary would be Rs 32,252.

II. QUALIFICATIONS:

A. By selection from among officers in the grade of:

- (i) Assistant Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade; and
- (ii) Office Management Assistants in post as at 31 December 2020 and who reckon at least four years' service in a substantive capacity in the grade.

B. Candidates should:

- (i) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Local Government Service;
- (ii) possess good interpersonal and communication skills; and
- (iii) possess good analytical and problem-solving skills.

Note 1:

Candidates under A(ii) above will be required to sit for a written competitive examination conducted by the Local Government Service Commission designed to assess: -

- (i) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and
- (ii) their potential and aptitude for financial work.

Note 2:

Financial Operations Officer/Senior Financial Operations Officer will be required to possess a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy from a recognised institution to be eligible for consideration for promotion as Principal Financial Operations Officer.

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. DUTIES:

1. To be responsible for the accounting arrangements of the Local Authority.
2. Prompt collection of fees, rates and other revenue payable to the Council and follow up outstanding balances.
3. To examine and certify all bills for payment in accordance with established norms.
4. To attend to audit queries on financial issues, to provide materials for the proper replies and to take corrective measures as directed.
5. To be conversant on financial and accounting business, including stores accounting.
6. To ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.
7. To assist in the preparation of and monitor of Estimates and submit financial statements/returns as and when required.
8. To assist the Principal Financial Operations Officer for the issue of Certificates and sending claims and reminders to rate payers and other debtors.
9. To keep Accounts Book and Registers for all departments of the Council.
10. To assist the Principal Financial Operations Officer to investigate cases of complaint, fraud and irregularity.
11. To prepare and control all relevant input and output data.
12. To ensure a "Cause Book" for all cases entered in District Court.
13. To ensure legal action for recovery of all revenue and represent the Council in Court cases in connection with revenue and other financial matters as and when required.
14. To perform duties related to the Pay As You Earn System of Taxation/Tax Deduction at source whenever required.
15. To provide on-the-job training to officers working under his responsibility.
16. To assist the Principal Financial Operations Officer for the monitoring of all insurance risks of the District/Municipal Council and to ensure that insurance claims are made and received.
17. To arrange with ratepayers licences and other debtors for the payment of all dues regularly.

18. To instruct Ushers and to ascertain that old warrants are not only properly served but followed up as prescribed in the Local Government Act.
19. To update the general rate system.
20. To be fully conversant with all financial regulations and computer procedures and to act accordingly.
21. To be responsible for the payment of salaries, wages, allowances etc. and deduction from salaries of all employees of the Council.
22. To be responsible for the computation of gratuity, pensions etc. of employees of the Council.
23. To keep proper records of salaries, passage credits and mileage credits.
24. To follow up and train employees of the section on the computerisation of salaries, wages, allowances, pensions etc.
25. To prepare statements of personnel etc. whenever required.
26. To be responsible for the safekeeping of cash, cheques, documents etc. of the Section.
27. To prepare and control all relevant input and output data of the payment computer system and master files.
28. To make enquiry and report irregularities and fraud detected whenever required.
29. To be responsible for occasional license.
30. To report to the Financial Controller cases of contravention of the Council (Levies and Licenses) Regulations 1990.
31. To serve notice and prosecute contraveners of the above regulations.
32. To supervise the work of the section and maintain discipline.
33. To attend Committees and meetings whenever required.
34. To make use of ICT in the performance of his duties and ensure compliance with computer procedures.
35. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Financial Operations Officers/Senior Financial Operations Officers in the roles ascribed to them.

Note:

In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

IV. **MODE OF APPLICATION:**

- (i) Candidates should submit their applications 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.

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 Operations Officer/Senior Financial Operations Officer,
Local Government Service”**

V. **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 Tuesday 22 September 2026.**

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) Applicants should ensure that they provide their valid mobile number as they may be called for interview by way of text message, if found eligible.*
- (iii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) Applications not made on the prescribed form will not be considered.*
- (v) 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.*
- (vi) 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*

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 09 September 2026