

MAURITIUS EXAMINATIONS SYNDICATE

NOTICE OF VACANCY

The Mauritius Examinations Syndicate (MES) is a corporate body set up by the MES Act and operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology with the following objectives:

To organise and conduct examinations, award Certificates, engage in relevant research and other related activities and to co-operate with other examination bodies.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Financial Manager in a temporary capacity and subject to satisfactory performance, consideration may be given for appointment in a substantive capacity as and when a vacancy will occur.**

FINANCIAL MANAGER

The Permanent and Pensionable post carries salary in the scale:

Rs 49250 x 1650 – 54200 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Appointment in a temporary capacity in the grade carries a flat salary of **Rs 49250** a month.

Qualifications:

- A.** A pass at the final examination required for admission to membership of one of the following bodies:
- (i) The Institute of Chartered Accountants of England and Wales;
 - (ii) The Institute of Chartered Accountants of Scotland;
 - (iii) The Institute of Chartered Accountants of Ireland;
 - (iv) The Chartered Association of Certified Accountants;
 - (v) The Institute of Cost and Management Accountants; and
 - (vi) The Chartered Institute of Public Finance and Accountancy.
- B.** Candidates should have at least three years' post qualification experience of financial matters in senior position including modern accounting techniques and use of computer systems.

Duties:

1. To be responsible to the Director for all financial and accounting business (including stores accounting) of the Syndicate.
2. To advise the Director on all aspects of Financial Management.
3. To make arrangements for the safe and efficient collection and custody of sums owing and discharge of sums due.
4. To prepare and submit the annual budget estimates, final accounts and annual and periodical reports on financial matters of the syndicate.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them.

Age limit

Unless already employed in the Public Sector, candidates should not have reached their **50th birthday** by the closing date for the submission of applications.

Mode of Application:

Application forms together with Scheme of Service are available (during office hours on week days, between 08:45 and 16:00 hours) at the Reception Counter of the Mauritius Examinations Syndicate, Réduit or on the **MES Website** <http://mes.govmu.org>

The application forms duly filled in and signed, together with photocopies of all educational/professional/technical certificates and documentary evidence of all experience claimed should reach **The Director, MES, Réduit 80834, Attention: Human Resource Section** by **Friday 17 November 2023 (15:00 hrs at latest)**. The envelope should indicate clearly the post applied for on the top left-hand corner.

NOTE:

- (1) Prospective candidates not satisfying the requirements of the Scheme of Service are advised **NOT** to apply.
- (2) Qualifications obtained after the closing date for the submission of applications will **NOT** be considered.
- (3) Incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (4) Candidates should enclose photocopies of National Identity Card, birth certificate, marriage certificate (if applicable), academic/technical certificates/qualifications and other relevant documentary evidence regarding qualifications and experience claimed. Failure to produce documentary evidence at **time of application** may lead to disqualification of the candidate.
- (5) Eligible candidates who will be called for interview via letter/phone/email will be required to produce their National Identity Card, original birth certificate, marriage certificate (for married women) and all original certificates and documents provided at the time of application.
- (6) The Syndicate should be informed **immediately** of any change of address.
- (7) The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant Authorities rests on the candidates and such document should accompany the application form.
- (8) Candidates may be required to take part in a written competitive examination in order to assess their potential and aptitude for the post.
- (9) MES reserves the right
 - (i) to convene **only** the best qualified candidates for interview.
 - (ii) **NOT** to make any appointment following this advertisement.

Mauritius Examinations Syndicate

Réduit

October 2023