

# POSITION DESCRIPTION



## ACCOUNTANT / SENIOR ACCOUNTANT

Position No.	MEL08-2023
Vacancy Type	Internal & External
Classification	MI 4
Salary	From Rs 55,000 to Rs 100,000
Employment Type	Contract
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://www.mauritiusmetroexpress.mu/job-vacancies/">https://www.mauritiusmetroexpress.mu/job-vacancies/</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Human Resources Manager</b> Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Accountant / Senior Accountant”.</p>
Position deadline	<p><b>Thursday, 31 August 2023</b></p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>
Job Title: Accountant / Senior Accountant	<p>We are looking for a forward-thinking <b>Senior Accountant</b> who enjoys being meticulous down to the last details and insightful on all financial and accounting aspects. You will be passionate about delivering quality and you will think like the customer, act like owners, execute with urgency, operate as one team, and believe constructive conflict makes us better.</p>
Reporting Line: Head of Finance	
Function/Division: Corporate	<p>We are looking for optimistic, energised and charismatic leader with ability to inspire and influence at all levels. If you can confidently demonstrate that you meet the criteria we are looking for, please send us your application.</p>
Location: Ebène/Richelieu	

### **Qualifications:**

Candidates shall have the following attributes:

- (i) Possess a relevant degree in finance or accounting from a recognised University or an equivalent qualification acceptable to the Board of MEL; and or
- (ii) ACCA qualified; or nearly qualified (level 2 completed);
- (iii) BSc Finance and ACCA Level 2 – in progress
- (iv) Preferably registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Report Act.
- (v) A minimum of 3-5 years' post qualification experience in accounting/finance duties.

Candidates should also be registered as an Associate or Fellow Member of the following bodies:

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

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### **Attributes:**

- (i) Excellent interpersonal skills, critical thinking, problem solving skills and the ability to work effectively in a matrix organisation with multiple functions, together with a positive attitude and strong work ethic with high integrity required.
- (ii) Ability to be hands-on and detail oriented, yet also provide a strategic perspective to bear on the issues of company operations and finance.
- (iii) Ability to simplify the complex data of finance for all stakeholders, pro-actively identify issues and implementing change to bring about more efficient and effective ways of working.
- (iv) Demonstrated leadership and strong line management ability, with significant in-depth proficiency in all aspects of accounting and finance, including all technical aspects i.e. tax, budgeting principles and procedures, etc.

#### Duties & Responsibilities:

1. To be responsible for the proper financial management, carry out research and investigations, and submit comprehensive reports and recommendations relating to accounting;
2. To advise on all aspects of accounting policy and financial management ensuring follow-up of budgetary control and undertake effective treasury management;
3. To prepare and submit the annual budget estimate, annual financial statements, periodical reports and returns, monitor the cash flow of the Company ensuring adequate funds are available to meet all payments, as and when they become due and that accounting standards are strictly adhered to;
4. To keep records of funds managed by the Company, make necessary arrangements for the safe and efficient collection and custody of sums owing and discharge of sums due;
5. To be responsible for the timely submission of the final accounts of the Company ensuring legal and regulatory compliance, correct interpretation and application of pension laws, as well as other rules and regulations by financial and tax authorities;
6. To work in collaboration with other sections of the Company as regards financial/accounting matters and liaise with other relevant stakeholders including banks and other financial institutions pertaining with investment activities of the Company and for mobilisation of funds;
7. To assist management in the preparation of project spending/investment plans and contribute to strategic development of the Company and manage financial risks to the Company;
8. To establish proper accounting and financial control systems, accounting procedures, and maintain fixed asset register;
9. To manage tax reporting by providing legal entity performance drivers and fluctuations analysis for the preparation of tax returns and regular payments;
10. To manage audit requirements, and respond and conclude external audit queries with the right level of escalation; and
11. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

**MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.**