



NATIONAL ENVIRONMENT CLEANING AUTHORITY
NOTICE OF VACANCY 06 MARCH 2024

The National Environment Cleaning Authority (NECA) is inviting applications from suitably qualified candidates for the filling of the post of Accountant.

Salary Scale: Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300
– 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700

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 in England and Wales;
 - (ii) The Institute of Chartered Accountants of Scotland;
 - (iii) The institute of Chartered Accountants of Ireland;
 - (iv) The Association of Chartered Certified Accountants;
 - (v) The Institute of Chartered Accountants of India;
 - (vi) The Chartered Institute of Management Accountants; and
 - (vii) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent professional accountancy qualification acceptable to the Board of the National Environment Cleaning Authority.

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

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To be responsible to the Director for all financial matters of the National Environment Cleaning Authority.

Age Entry Limit:

For the above post, candidates should not have reached their **45th** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

Note:

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**;
- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**;
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
- (f) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

Duties for the post of Accountant

1.	To be responsible for the day-to-day management of the Finance Section including the supervision and training of staff.
2.	To formalise and maintain adequate financial policies and procedures throughout the National Environment Cleaning Authority and to advise the Director and the Board on all financial matters and policies.
3.	To ensure compliance with the Financial Reporting Act.
4.	To prepare
(i)	the Annual Recurrent and Capital Estimate of Revenue and Expenditure; and
(ii)	Financial Annual Reports including statements and maintain records of all the financial and accounting transactions of the National Environment Cleaning Authority.
5.	To liaise with the Mauritius Revenue Authority and other relevant Authorities on issues of finance, as and when required.
6.	To advise in the preparation of a uniform financial system for implementation of training schemes.
7.	To ensure the timely preparation of the Budget and financial statements of the National Environment Cleaning Authority.
8.	To be responsible for:
(i)	property and assets management;
(ii)	all financial transactions and budget including the preparation and processing of payroll; and
(iii)	the collection of revenues according to approved rates.
9.	To administer the Budget of the National Environment Cleaning Authority.
10.	To carry out cost-benefit and cost-effectiveness analysis to help the National Environment Cleaning Authority in making a rational use of resources.
11.	To use ICT in the performance of his duties.
12.	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 the Accountant in the roles ascribed to him.