



SCHEME OF SERVICE

Duration: 1 year (Renewable upon satisfactory performance)

Position Title: Finance Manager

Department: Finance Directorate

Reporting To: Director/CEO

Overall Purpose: The Finance Manager is responsible for managing financial operations, budgeting, financial reporting, and compliance within the Regulation and Licensing sector in Mauritius. The Manager will ensure the efficient and effective use of financial resources, adherence to regulatory requirements, and accurate financial reporting to support decision-making and accountability.

Duties:

1. Develop, implement, and monitor the Authority's financial plans, annual budgets, and forecasts and provide guidance to the Director/CEO.
2. Oversee the preparation of accurate and timely financial statements and reports in compliance with local regulations, accounting standards, and internal policies.
3. Analyse costs and variances to identify cost-saving opportunities.
4. Management and collection of all revenues, fees, and charges owed to the Authority, and develop strategies to optimise revenue streams.
5. Establish a robust internal control environment to safeguard the Authority's assets, prevent fraud, and ensure the accuracy of financial data.
6. Ensure adherence to all financial regulations, statutory obligations, and internal policies, including conducting regular audits and liaising with external auditors.
7. Identify financial risks and develop strategies to mitigate these risks, ensuring the Authority's financial stability and sustainability.

8. Collaborate with internal and external stakeholders, including government agencies, financial institutions, and auditors, to enhance the Authority's financial performance and governance.
9. Perform such other cognate duties as may be assigned by the CEO from time to time.

Salary: Negotiable and will commensurate with qualifications and experience.

Probation Period: 3 Months

Qualifications and Experience:

- Bachelor's degree in Finance or Accounting or a related field.
- Master's Degree in Finance or Accounting or Management.
- Reckon at least 6 years of experience at managerial level, preferably in a regulated industry or sector.
- ACCA qualified will be an advantage.
- Proficiency in financial management software and IT.