

METRO EXPRESS LTD

VACANCY FOR THE POST OF ACCOUNTANT

The Metro Express Ltd (MEL) is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Accountant** on a contractual basis in the **MEL** for an initial period of two years, including a probation period of one year.

A. **Qualifications:**

Candidates should be registered as an Associate or Fellow member of the following bodies:-

- (a) The Institute of Chartered Accountants of England and Wales
- (b) The Institute of Chartered Accountant of Scotland
- (c) The Institute of Chartered Accountants of Ireland
- (d) The Association of Chartered Certified Accountants
- (e) The Chartered Institute of Managements Accountants
- (f) The Chartered Institute of Public Finance and Accountancy

OR

an equivalent professional qualification acceptable to the **MEL**

Candidate should:

- (a) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Report Act;
- (b) reckon at least seven years' post qualification experience in accounting/finance duties;
- (c) possess good organization, supervisory and analytical skills;
- (d) possess the ability to collect and organize accounting and budgeting principles and procedures;
- (e) possess good communication and interpersonal skills;
- (f) possess a high sense of responsibility and confidentiality; and
- (g) be computer literate.

Candidates should produce written evidence of knowledge claimed.

B. **Role and Responsibilities**

To assist the Financial Controller in the preparation of the accounts and maintenance of a proper accounting system for the MEL

C. **Duties**

1. To carry out research and investigations and submit comprehensive reports and recommendations, taking into account MEL's financial and accounting policies;

2. To monitor the cash flow positions of MEL with a view to ensuring that adequate funds are available to meet all payments, as and when they become due;
3. To keep records of funds managed by the MEL and to prepare annual financial statements and other financial reports and ensure that accounting standards are strictly adhered to ;
4. To ensure correct interpretation and application of pension laws, rules and regulations;
5. To provide training and guidance to staff working under his responsibility and to supervise their work;
6. To represent the financial controller in meetings as and when required;
7. To perform capital management activities including monitoring of legal entity solvency;
8. To maintain fixed asset register;
9. To assist tax reporting by providing legal entity performance drivers and fluctuations analysis for the preparation of tax returns and regular payments;
10. To prepare financial reports for Board Meetings;
11. To manage audit requirements and respond and conclude external audit queries with the right level of escalation;
12. To prepare budgets and monitoring of variances against plan, last year and previous forecasts;
13. To use ICT in the performance of his duties; and
14. 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.

D. Pay Package

Salary is negotiable based on qualifications and experience

E. Mode of Application

1. Applications together with photocopies of academic qualifications, professional certificates and documentary evidence of previous experience should be addressed to the **Secretary, Metro Express Limited, c/o Prime Minister's Office, Ex-Treasury Building, Intendance Street, Port Louis, not later than Monday 24 September 2018 at 1500 hours.**
2. The envelope should be clearly marked "**Post of Accountant**".
3. Applications received after the closing date **will not be** considered.

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

Date: 24 August 2018