

National Social Inclusion Foundation

Scheme of Service

Post	Finance Officer
Salary	Rs 40,000
Travelling	Refund of bus fare
Duration	One year renewable for another period of one year
Qualifications/ Experience/ Skills	<ul style="list-style-type: none">• A Degree in Accounting from a recognized institution or ACCA Level II• At least 3 years post qualification related work experience• Possess good problem solving skills and the ability to analyse finance matters• Be able to work under pressure and meet tight deadlines
Duties and Responsibilities	<ol style="list-style-type: none">1. Assist the Finance Manager in carrying out financial operations in accordance with established guidelines2. Examine and ensure that all payments to NGOs and other payees are duly authorized, supported by documentary evidence and effected within the required deadlines3. Input records on and operation of computerized accounting software4. Be responsible for the preparation of payroll and maintaining related PAYE records5. Be responsible for filing and safekeeping of all supporting documents in relation to payments effected by the Foundation and keeping of related financial records6. Regularly prepare reconciliations of accounts, including bank reconciliations and reconciliation of amounts due to NGOs and other payees

	<ol style="list-style-type: none">7. Provide timely and reliable financial or other information8. Assist the Finance Manager in monitoring expenditure and ensuring that the budgetary provisions are within the approved ceiling9. Provide the Internal Control Unit and External Auditor with information and records which they may require for the performance of their audits10. Advise the Finance Manager on any departures from financial guidelines/ instructions, irregularities and fraud11. Assist in the preparation of the budget, budget forecast and cashflow12. Assist in the preparation of financial statements13. Assist in the efficient and effective management and safeguard of funds14. Keep an Imprest Account for effecting payment of urgent petty items15. Be responsible for the preparation and filing of returns to the Mauritius Revenue Authority in connection with PAYE and TDS & NPS16. Perform such other related duties as may be assigned by the Finance Manager
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