**National Social Inclusion Foundation**

**Scheme of Service**

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| **Post** | **Finance Officer** |
| Salary | Rs 30350 x 850 – 31200 x 980 – 35120 x 1130 – 39640 x 1300 –44840 x 1500 – 50840 x 1730 – 57760 x 1990 – 65720 x 2290 +70300 |
| Travelling Allowance | Rs 12,000 Monthly |
| Phone Allowance | Rs 1,100 Monthly |
| Qualifications/Experience/Skills | 1. A Degree in Accounting from a recognized institution or ACCA Level II 2. At least 3 years post qualification related work experience 3. Possess good problem solving skills and the ability to analyse finance matters 4. Be able to work under pressure and meet tight deadlines |
| Duties and Responsibilities | 1. Assist the Finance Manager in carrying out financial   operations in accordance with established guidelines   1. Examine and ensure that all payments to NGOs and other payees are duly authorized, supported by documentary evidence and effected within the required deadlines 2. Input records on and operation of computerized accounting  software 3. Be responsible for the preparation of payroll and maintaining related PAYE records 4. Be responsible for filing and safekeeping of all supporting documents in relation to payments effected by the Foundation and keeping of related financial records 5. Regularly prepare reconciliations of accounts, including bank reconciliations and reconciliation of amounts due to NGOs and other payees 6. Provide timely and reliable financial or other information 7. Assist the Finance Manager in monitoring expenditure and ensuring that the budgetary provisions are within the approved ceiling 8. Provide the Internal Control Unit and External Auditor with information and records which they may require for the performance of their audits 9. Advise the Finance Manager on any departures from financial guidelines/ instructions, irregularities and fraud 10. Assist in the preparation of the budget, budget forecast and cashflow 11. Assist in the preparation of financial statements 12. Assist in the efficient and effective management and safeguard of funds 13. Keep an Imprest Account for effecting payment of urgent petty items 14. Be responsible for the preparationand filing of returns to the Mauritius Revenue Authority in connection with PAYE and TDS & NPS 15. Perform such other related duties as may be assigned by the Finance Manager |

25 April 2023