



**METC**  
MAURITIUS EMERGING TECHNOLOGIES COUNCIL

## SCHEME OF SERVICE

**Post: Team Leader- Finance**

**Salary:** Negotiable

**Report to:** Executive Director

**Qualifications:** A Pass at the final examination required for membership at one of the following bodies:

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

Or an equivalent qualification acceptable to the Board.

**Experience:** At least 5 years' experience as Accountant out of which two years should be after the obtention of qualification.  
Proficiency in Accounting software and Packages.

**Duties:**

1. To be responsible for the general administration of finance and accounting.
2. To advise the Executive Director on all financial matters.
3. To set up and maintain a suitable modern accounting system with adequate internal checks and control mechanism.
4. To control and monitor expenditure, inventory, revenue and cash flows.
5. To prepare draft for revenue and expenditure, final accounts,

financial/accounting abstracts and other annual/periodical reports.

6. To prepare the Annual Budget Estimates and other financial papers as may be required.
7. To be responsible for the supervision, control and training of the staff of the finance section.
8. To prepare management reports in related areas.
9. To provide assistance during audit exercises.
10. To keep under continuous review the procedures/ practices for budget and cost management control.
11. To meet deadlines in matters related to finance.
12. Ensure that financial operations are carried out in accordance with the applicable legislation and regulations.
13. To assist in the preparation of the Strategic Plan of the METC.
14. To perform any other duties related to the above.