Scheme of Service	
Organization	Employees' Welfare Fund
Post	Accountant/ Senior Accountant
Salary	EWF 21: Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 - PRB 2026
Effective Date	29-Aug-24
Qualifications	**A.** Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings <u>or</u> Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject. **<u>Note</u>** Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations. **B.** A Cambridge Higher School Certificate with passes at “Principal Level” in at least two subjects obtained on one certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”. **C.** A pass at the final examination required for admission to membership of one of the following bodies:- (i) The Association of Chartered Certified Accountants. (ii) The Institute of Chartered Accountants of England and Wales. (iii) The Institute of Chartered Accountants of Scotland. (iv) The Institute of Chartered Accountants of Ireland. (v) The Chartered Institute of Management Accountants. (vi) The Chartered Institute of Public Finance and Accountancy. **or** **Equivalent qualifications to A, B and C above acceptable to the Board.** **D. Candidates should –** (i) be registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act; (ii) reckon at least 3 years’ post qualification experience in accounting duties; (iii) possess good analytical skills and have a sound judgment; (iv) be IT literate and have a good knowledge of accounting and loan software and latest accounting rules and theories; (v) have the ability to work in team and maintain a high standard of efficiency; and (vi) have a high sense of responsibility
Roles and Responsibilities	To be responsible to the Deputy General Manager for the overall Management and supervision of the finance, loans and legal units.

Duties	1. To assist the Deputy General Manager in the overall Management and supervision of the finance, loans and legal units. 2. To maintain proper financial control procedures. 3. To maintain Cash Book, General Ledgers, Registers (including Fixed Asset Register) and insurance policies of the organization. 4. To ensure bank reconciliations are performed effectively and in a timely manner. 5. To maintain proper accounting records for loan transactions including loan approval, disbursements, repayments, refund, legal recovery and others. 6. To ensure proper monitoring of loan repayments and legal recovery of debts including defaults and other accounts receivables. 7. To ensure timely preparation of the following documents according to the statutory obligation of the organization: (i) final accounts; (ii) supporting schedules and financial statistics; (iii) annual estimates and budget; and (iv) any other financial reports including consolidation of accounts. 8. To ensure that the finance and accounting regulations are correctly applied and compiled with. 9. To oversee the preparation and payment of monthly payroll. 10. To ensure proper reconciliation of payroll system and accounting system including supportive schedules. 11. To ensure records are properly kept and updated in timely manner in both loan management system and accounting system. 12. To ensure proper monitoring of deposits at Bank and to liaise with Investments Advisors, Custodians and Fund Managers regarding the investment activities of the Fund (including cash management). 13. To maintain accounting controls by preparing and recommending policies and procedures. 14. To analyze business operations and provide professional advice and assistance to management. 15. To monitor the performance and deliverables of the staff under his/her supervision through defined processes and performance management system. 16. To liaise with internal and external auditors to ensure that the annual monitoring is carried out. 17. To use ICT in the performance of his/her duties. 18. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Accountant/ Senior Accountant in the roles ascribed to him/her.
Note	1.The Accountant /Senior Accountant may be required to work outside normal working hours. 2. In case of a force majeure/ public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

However, for the year 2026, you will draw the corresponding discounted salary of Rs 38,980 as specified at Row 3 of the Consolidated Master Conversion Table the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No.3 of 2026”.