

MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION

JOB DESCRIPTION

Job Title	:	Accountant
Department/Section	:	Finance & Administration
Reports To	:	Executive Director
Responsible For	:	Accounts & Supplies Officer

Purpose of the Job

To be responsible for the Finance & Administrative Section; to assist the Executive Director

- to formulate and implement financial policies and strategies
- exercise appropriate control of activities by proper use of financial planning, budgeting and control
- through similar processes oversee the operations of the Administrative Function (Section) which includes Association security, maintenance and communications among others.

RESPONSIBILITIES

1. Budgeting and Financial Control

- a) Under the guidance of the Executive Director lead, guide and supervise the timely preparation of the departmental budgets, the financial planning and budgeting cycles, their review and approval (Strategic Plan and Annual Program and Budgets), ensuring that programme officers are appropriately involved so that the processes are used as an effective means of directing and steering the Association
- b) Prompt and assist program staff to prepare timely contingency plans for budget over and under expenditures
- c) Assist program staff to prepare timely contingency plans for budgets and expenditures
- d) Monitor and control actual expenses and ensure that they remain within the approved budgets
- b) Continually review the Finance Manual of policy and procedures documents to ensure compliance with MFPWA's authorised strategy, the present challenges and best practice

2. Organize and supervise the day-to-day Accounting services of the Section

- a) Ensure the safe custody of the Association's funds and the maintenance of all the Association's accounting records such as the General Ledger, Subsidiary Ledgers and such other accounting documents
- b) Make prepayments; audit all purchase orders, receipts and disbursements, and supervise the preparation of all payment vouchers authorizing the disbursement of the Association's

funds, in order to ensure that all payments are in accordance with the appropriate authorization

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- c) Ensure recording of all petty cash payments and the accuracy and legality of receipts before replenishment and issuance of proper receipts of all payments including prescribed medicines and medical services rendered
- d) Maintain an adequate Fixed Assets Register
- e) Prepare the payroll at the end of each month and within the authorized Association requirements
- f) In a timely manner follow-up outstanding accounts, travel advances, salary advances, loans and other receivables and take appropriate action thereon; and provide quarterly reports to the Executive Director
- g) Monitor and suitably act on the Medical and Pension schemes of the Association
- h) To ensure that the necessary goods and services are properly purchased and supplied to Mauritius and Rodrigues, supervise the proper running of the stores in accordance with the established rules and procedures

3. Financial statements and Reports

- a) Review monthly bank reconciliation statements, trial balances and financial statements
- b) Prepare annual statements of accounts including explanations and as necessary special audits, for incorporation in the Annual Report and for information of the association Members

4. Supervise the development and operation of effective Association accounting, financial control and budgeting systems

- a) Ensure that the accounting systems, procedures and working methods of staff in the association are efficient and up to date
- b) Make arrangements for the Association's accounts to be regularly audited, and provide all necessary assistance to external auditors to enable them to carry out their duties effectively

5. Organise and supervise the day-to-day administrative services of the section

- a) Follow-up the proper utilization and maintenance of the Association's commodities and ensure that efficient transport service is available in support of programme implementation
- b) To act as Executive Director as and when required in the absence of the Executive Director

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6. Advise the Association on financial matters

- a) Monitor, in support of the Executive Director, the working and progress of financial objectives and evaluate the degree to which financial objectives are likely to be met, proposing any necessary changes
- b) Advise the Executive Director and the NEC on matters of taxation, duties, foreign currency exchange rates, etc in so far as they affect the Association
- c) Give periodic information and/or advice to staff responsible of the implementation of projects as regards the status of the budget
- d) Prepare periodic activity/work accomplishments reports
- e) Assist in resource development activities
- f) Perform any other cognate duties as and when required

REQUIRED QUALIFICATIONS AND COMPETENCIES

Educational Qualifications

- Candidates should hold an ACCA (3) or equivalent qualifications
- be registered with Mauritius Institute of Professional Accountants in accordance with section 51 of the Financial Reporting Act;
- be computer literate.
- Have good knowledge of policies, rules and regulations relating to the management of financial operations

Experience and competencies:

- At least 3 years experience in a public/ private institution in office management
- Good communication and interpersonal skills & manage & motivate his team
- Good analytical and problem solving skills

Salary: Rs 30,700 – Rs 69,800

LEVEL OF AUTHORITY

- Participates in the development and review of all departmental budgets
- Approves Finance Department Plans and Budgets
- Authorizes payments and Finance & Administration departmental level transactions
- Reviews all Association expenditure and accounting reports and information
- May propose for review Finance and Administration policies and procedures, subject to the approval of the Executive Director (for procedures) and the National Executive Committee (for policies)

RESOURCE RESPONSIBILITY

Financial

- Procurements transactions
- Bank accounts and accountable documents
- Grant documents and funds
- Association budgets
- Financial and Management Accounts
- Audit Reports

Other

- Financial and administrative reports reviews and approvals
- Staff redeployment and assignment within the Department

KEY CONTACTS

Internal

- Executive Director
- Accounts and Supplies officer
- Program Staff
- NEC Financial Committee

External

- Donors and suppliers
- Banks and statutory bodies

WORKING CONDITIONS

- The position requires wide thinking, wisdom and practical diligence in ensuring that MFPWA financial and administrative policies are optimum for its work
- The position carries heavy and delicate responsibility for financial management of MFPWA
- The position is charged with the responsibility of ensuring that all transactions are accurate

