

AGRICULTURAL MARKETING BOARD



NOTICE OF VACANCY

The **AGRICULTURAL MARKETING BOARD (AMB)** is a parastatal body operating under the aegis of the Ministry of Agro-Industry & Food Security and it deals in Controlled Products and related Agri-Business.

With a view to further strengthening its team, applications are invited from suitably qualified candidates to fill the post of **Accountant/Senior Accountant** on permanent and pensionable basis.

Qualifications:

Candidates should:

- (i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51(2) of the Financial Reporting Act 2004;
- (ii) reckon at least three years' experience in accounting duties;
- (iii) be computer literate; and
- (iv) have personal credibility and integrity and excellent financial control skills.

Candidates should produce written evidence of experience / knowledge claimed.

Salary:

The post carries salary in the scale of Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month plus compensation at approved rates.

Role and Responsibilities:

To be responsible to the General Manager for all finance matters of the Agricultural Marketing Board.

Duties:

1. To supervise the financial and accounting business of the Agricultural Marketing Board and the day-to-day management of the Accounts Section, Weighbridge and cash office.
2. To ascertain that statutory provisions and internal regulations relating to the financial management of the Agricultural Marketing Board are complied with.
3. To establish, implement and maintain efficient and effective financial control for revenue and expenditure at the Agricultural Marketing Board which also include purchase of goods and services, use of plant, equipment and vehicles, handling of cash and stores and collection of revenue.
4. To ensure compliance with the Financial Reporting Act.
5. To maintain up-to-date accounting records, books of accounts and vouchers for all financial transactions and producing same for audit purposes.
6. To ensure the timely preparation of the Budget and financial statements and annual statutory accounts.
7. To ensure that costs and variances are properly computed.

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8. To design, revise and implement accounting systems and procedures in accordance with accounting principles and regulations in force.
9. To prepare annual statutory accounts and annual budget estimates.
10. To be responsible for the implementation and maintenance of a proper accounting system for the Agricultural Marketing Board.
11. To carry out investigations and submit comprehensive records and recommendations, taking into account Government financial and economic policy.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accountant/Senior Accountant in the roles ascribed to him.

- Conditions of Service shall be applicable as per the PRB Report 2016.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their 40th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Qualified candidates are requested to log on **<https://ambmauritius.mu>** to submit their application **electronically** and follow the procedures that can be accessed through the 'How to Apply' option on same address.

Candidates are also advised to read carefully the '*Notes and Instructions for Online Application*' before filling the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

- Failure to attach the requested documents will entail disqualification.
- Applications received by post or electronic mail or hand delivered or after the closing date, will be discarded.

Closing date: **Tuesday 21 September 2021**.

AMB reserves the right:

1. *to call for interview only suitably qualified candidates; and*
2. *not to make any appointment as a result of this advertisement.*