

SCHEDULE OF DUTIES

- Organisation:** Mauritius Cane Industry Authority
- Post:** Accountant
- Roles and Responsibilities:** To be responsible to the Head of the Finance Division of Mauritius Cane Industry Authority on all aspects of financial management of the Authority.
- Duties:**
1. To assist the Head of Finance Division in establishing and maintaining proper accounting and financial control systems and procedures and recommend improvement where necessary;
 2. To maintain proper record of financial transactions and prepare financial statements;
 3. To make arrangements for the safe and efficient collection and custody of sums owing and discharge of sums due;
 4. To supervise the day to day running of the finance division.
 5. To be responsible for the safe-keeping of all documents relating to finance and procurement;
 6. To provide accurate and timely financial information and statistics to internal and external stakeholders as directed;
 7. To prepare and submit the annual estimates, final accounts and annual and periodical reports on financial matters of the Authority;
 8. To assist in the conduct of feasibility studies regarding projects of the Authority;
 9. To supervise the work of subordinate staff of the finance division;
 10. To assist in the implementation of Performance Management System;
 11. To use ICT in the performance of his/her work.
 12. 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 in the roles ascribed to him/her.