ACCOUNTANT

SCHEME OF SERVICE

Job Title	Accountant	**Reference**	JDACC-R/V26_V2.0
Company	Polytechnics Mauritius Ltd	**Department**	Finance

MAIN PURPOSE OF THE JOB

The Accountant oversees the day-to-day financial operations of the institution, ensuring strict legal and statutory compliance with, among others, the Higher Education Commission (HEC) and the Mauritius Revenue Authority (MRA). This role bridges standard corporate accounting with the unique financial structures of higher education, including handling student tuition pipelines, research grant allocations, treasury operations, and statutory public reporting.

ORGANISATIONAL CONTEXT

Established in 2017 under the aegis of the Ministry of Tertiary Education, Science and Research, Polytechnics Mauritius Ltd (PML) delivers higher technical and professional education aligned with national and regional skills needs.

PML is committed to developing industry-ready graduates by combining applied learning, practical exposure and strong academic foundations. The institution focuses on equipping students with relevant technical competencies, professional skills and the adaptability required in evolving sectors.

Polytechnics Mauritius Limited is committed to maintaining robust financial stewardship, institutional transparency, and statutory compliance. Accountants are responsible for managing financial records, executing budgetary control, overseeing student and grant ledgers, and delivering accurate monthly and annual financial statements. Through professionalism, integrity, precision, and adherence to International Financial Reporting Standards (IFRS), Accountants support the institution’s strategic objectives and sustainable operational growth.

KEY RELATIONSHIPS

Internally: Finance Manager, Programme Leaders (PL), Programme Coordinators (PC), Cluster Managers, Internal Auditors, Administrative & Academic Staff, Students

Externally: Higher Education Commission (HEC), Mauritius Revenue Authority (MRA), External Auditors, Banks, Suppliers/Vendors, Grantors/Funding Bodies

REPORTING STRUCTURE

The Accountant forms part of the professional financial and administrative cadre of Polytechnics Mauritius Limited and operates within the approved financial management, governance, and regulatory framework of the institution. The postholder reports directly to the Finance Manager, or such other officer as may be specified under the prevailing organigramme. Professional supervision, operational oversight, task allocation, and performance management are exercised through this reporting line.

The Accountant works closely with Programme Leaders, Cluster Managers, external and internal auditors, statutory bodies (MRA, HEC), and other internal/external stakeholders. The role is contractual for a period of two years. The role does not carry direct supervisory responsibility unless formally assigned in writing.

DUTIES AND RESPONSIBILITIES

A. General Duties

1. To report to the designated supervisor or Head of Department.
2. To contribute to the strategic development and operational goals of the department or team.
3. To provide leadership and guidance in the planning, implementation, and improvement of assigned areas.
4. To ensure activities and projects are carried out in accordance with institutional standards, policies, and regulations.
5. To support continuous improvement initiatives and innovation within the department or team.
6. To mentor and provide guidance to junior staff, supporting their professional development and performance.
7. To assist in resource planning, operational management, and efficient use of departmental assets.
8. To represent the department in committees, working groups, and institutional initiatives as required.
9. To promote knowledge sharing and the adoption of best practices within the team or department.
10. To perform any other duties related to the advancement, management, and success of the department or institution.

B. Technical Duties

Reporting to the Finance Manager or any delegated officer, your duties will, inter alia, be and not restricted to:

1. Preparing cluster and department budgets and monitoring their usage, advising Programme Leaders and Managers on transactions being conducted.
2. Preparing monthly management accounts and annual financial statements in strict compliance with International Financial Reporting Standards (IFRS).
3. Ensuring full compliance with Mauritian statutory requirements, including Corporate Tax, Corporate Social Responsibility (CSR) levies, Pay As You Earn (PAYE), VAT, and Tax Deduction at Source (TDS).
4. Managing the student accounts billing cycle, tracking application, administration, tuition fees, and any other applicable student charges.

5. Managing the disbursement and financial tracking of local and international research grant allocations and government funding.
6. Monitoring daily cash flow, executing bank reconciliations, and managing multi-currency accounts for foreign student transactions.
7. Collaborating with Programme Leaders and Managers to monitor operational budgets, highlighting variances/anomalies and formulating measures to reduce such incidences.
8. Monitoring payments to suppliers, ensuring timely settlement for products and services provided unless otherwise assessed.
9. Liaising directly with internal and external auditors during annual audits, ensuring audit readiness and timely submission of schedules.
10. To make effective use of ICT tools and enterprise accounting systems (e.g., Oracle, SAP, QuickBooks, Xero) in the performance of duties.
11. 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.

NOTE: The Accountant may be required to work outside normal working hours including weekends and Public Holidays to meet operational requirements and reporting deadlines.

KEY RESULT AREAS (KRAs) AND KEY PERFORMANCE INDICATORS (KPIs)		
Key Result Areas	**Principal Accountabilities**	**KPIs**
1. Financial Reporting & Compliance	• Prepare monthly management accounts and annual financial statements compliant with IFRS; manage audits.	• Monthly Closure by 7th working day • Zero major audit findings • Complete Unadjusted Trial Balance within 45 days of fiscal year-end
2. Statutory & Tax Filings	• Ensure full compliance with Mauritian statutory requirements (PAYE, TDS, VAT, Corporate Tax, CSR).	• On-time submission of all statutory returns (MRA) • Zero penalty rates incurred
3. Ledger & Grant Management	• Manage student billing cycle (tuition, fees) and financial tracking of research grants and public funding.	• Outstanding student tuition fees past 60 days under 3% of total student ledger • Quarterly financial utilization reports for active grants

4. Treasury & Cash Flow Control	• Monitor cash flow, bank reconciliations, multi-currency accounts, and operational budgets.	• Variance between forecasted cash flow and actuals < 5% • Timely bank reconciliations executed
5. Accounts Payable & Processing Efficiency	• Monitor supplier payments and ensure timely processing for products and services provided.	• Turnaround time for processing approved vendor/utility invoices within 5 working days

KEY COMPETENCIES — GENERIC	
Key Competencies — Generic	**Description**
Financial Reporting & IFRS	Applies deep knowledge of International Financial Reporting Standards to produce accurate monthly and annual accounts.
Taxation & Statutory Compliance	Demonstrates deep functional knowledge of the Mauritian Income Tax Act, MRA filings (PAYE, TDS, VAT, CSR), and employment regulations.
Communication & Interpersonal Skills	Communicates financial insights, budget variances, and compliance guidelines clearly and professionally in English and French.
Analytical & Budgetary Control	Analyzes operational budgets, identifies variances and anomalies, and collaborates with managers to optimize financial performance.
Attention to Detail & Accuracy	Ensures strict precision in ledger management, grant tracking, cash flow forecasting, and statutory reconciliations.

KEY COMPETENCIES — FUNCTIONAL	
Key Competencies — Functional	**Scope**
Financial Statement Preparation	Prepare cluster/department budgets, monthly management accounts, and annual IFRS financial statements.
Statutory & Regulatory Filings	Execute accurate and timely MRA tax filings (PAYE, TDS, VAT, CSR) and ensure HEC regulatory compliance.
Ledger & Grant Accounting	Manage student tuition billing pipelines and administer disbursement tracking for research grants and government funds.
Treasury & Cash Management	Monitor daily cash flows, conduct bank reconciliations, and manage multi-currency accounts.
Audit Management & ICT Use	Facilitate internal/external audits and effectively utilize enterprise accounting systems (Oracle, SAP, QuickBooks, Xero) and MS Excel.

PERSON SPECIFICATIONS

Qualifications, Skills and Knowledge

The job holder should ideally possess:

1. Bachelor's degree in Accounting, Finance, or a related field from a recognized institution or an equivalent qualification acceptable to the Board.
2. Professional Certification: ACCA Qualified (Member), ACA, or CIMA equivalent.
3. Regulatory Registration: Active registration as a professional accountant with the Mauritius Institute of Professional Accountants (MIPA) is mandatory.

Knowledge and Skills

i. Deep functional knowledge of the Mauritian Income Tax Act and employment regulations.
ii. Systems Proficiency: Proficiency in enterprise accounting systems (e.g., Oracle, SAP, or advanced QuickBooks/Xero) alongside advanced MS Excel skills.
iii. Language & Communication: Strong verbal and written communication skills in both English and French.

iv. Attributes: High integrity, attention to detail, strong analytical capability, and ability to handle confidential financial records with discretion. v. Candidates should produce written evidence of experience/knowledge claimed. **Experience** The ideal job holder should have: At least three (3) to five (5) years of post-qualification experience in accounting or financial management. Experience within an educational institution, public sector entity, or a complex service-sector matrix organization will be a distinct advantage.	

CONDITIONS OF SERVICE	
Type of Enrolment	On contract
Duration of Employment	Appointment will be on full-time contract for a period of **two (2) years**, with the possibility of appointment on the permanent and pensionable establishment, subject to satisfactory performance and organisational requirements.
Salary	Rs 50,000 – Rs 70,000 per month and an all-inclusive allowance of Rs. 15,000, commensurate with qualifications and experience.

Job Holder	
Name:	**Job Title: Accountant**
Signature:	**Date:**
Job Holder's Reporting Line	
Name:	**Job Title:**
Signature:	**Date:**