FINANCE MANAGER
SCHEME OF SERVICE

JOB DETAILS			
Job Title	Finance Manager	**Reference**	JDFM-R/V26_V1.0
Company	Polytechnics Mauritius Ltd	**Department**	Finance

MAIN PURPOSE OF THE JOB

The Finance Manager is responsible for leading and overseeing the organisation's financial management functions to ensure financial integrity, regulatory compliance, and the effective stewardship of financial resources. The role provides strategic financial leadership by directing financial planning, budgeting, accounting, reporting, cash flow management, and internal controls, while supporting informed decision-making and ensuring compliance with applicable accounting standards, statutory requirements, and organisational policies.

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.

PML is committed to ensuring sound financial governance, accountability, and the effective stewardship of its financial resources. The Finance Manager is responsible for providing strategic leadership and oversight of the institution's financial operations, including financial planning, budgeting, accounting, reporting, treasury management, and internal controls. The role ensures that financial resources are managed efficiently and that all financial activities comply with institutional policies, statutory requirements, and applicable accounting standards.

Through strategic leadership, sound financial management, professionalism, and integrity, the Finance Manager supports informed decision-making, promotes financial sustainability, and contributes to the achievement of the institution's strategic objectives while maintaining transparency and accountability across all financial operations.

FINANCE MANAGER
SCHEME OF SERVICE

KEY RELATIONSHIPS
❑ Internally: Chief Operating Officer, Chief Executive Officer, Internal Auditors, Managers, Students, Programme Leaders (PL), Programme Coordinators (PC), Staff ❑ Externally: Parents, Stakeholders, Higher Education Commission, Human Resource Development Council, Mauritius Revenue Authority, and other statutory bodies.

REPORTING STRUCTURE

The Finance Manager forms part of the senior administrative cadre of Polytechnics Mauritius Ltd and is responsible for providing strategic leadership and oversight of the financial management functions of the institution, in line with approved financial policies, procedures, and governance frameworks.

The postholder reports to the Chief Operating Officer or to such other designated Senior Management representative as may be specified under the prevailing organigramme. Strategic financial direction, performance management, decision-making, and overall supervision of financial operations are exercised through this reporting line.

The Finance Manager works closely with Senior Management, departmental heads, finance staff, external auditors, regulatory authorities, and other stakeholders to ensure effective financial planning, sound financial governance, compliance with statutory requirements, and the efficient management of the institution's financial resources.

The Finance Manager is responsible for the direct supervision, performance management, and development of the Finance Unit staff.

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

1. Reporting to the Chief Operating Officer, the Finance Manager will assist in the effective discharge of financial and accounting functions, including:

- Leading and managing the Finance Unit to ensure the efficient and effective delivery of financial and accounting services.
- Developing, implementing, and monitoring financial strategies, policies, procedures, and internal control systems to support the institution's strategic objectives.
- Overseeing the preparation of monthly, quarterly, and annual management accounts, financial statements, statutory reports, annual estimates, and final accounts.
- Leading the preparation, implementation, monitoring, and review of the institution's annual budget, financial forecasts, and cash flow projections.
- Providing strategic financial advice and recommendations to Senior Management to support informed decision-making.
- Ensuring the maintenance of accurate accounting records, including general ledgers, cash books, journals, fixed asset registers, and other financial records.
- Overseeing bank, supplier, customer, payroll, and other financial reconciliations, ensuring timely resolution of outstanding items.
- Managing payroll operations and ensuring the accurate and timely processing of salaries, statutory deductions, and related payments.
- Overseeing accounts payable, accounts receivable, revenue collection, and payment processes, ensuring compliance with financial policies and procedures.
- Managing the institution's treasury functions, including cash flow management, banking operations, investments, and liquidity planning.
- Ensuring effective management of debtors and creditors and implementing strategies to optimise cash flow and revenue collection.
- Overseeing the preparation of financial dashboards, management reports, and analytical reports to support performance monitoring and decision-making.
- Directing financial costing exercises, including programme costing, tuition fee calculations, and financial viability assessments.
- Ensuring compliance with all statutory and regulatory requirements, including taxation, financial reporting standards, and submissions to relevant authorities.
- Coordinating and managing internal and external audits, ensuring timely preparation of audit schedules, responses to audit queries, and implementation of audit recommendations.
- Establishing, monitoring, and strengthening internal financial controls and risk management practices to safeguard the institution's financial resources.
- Monitoring expenditure against approved budgets and ensuring the efficient utilisation of financial resources across departments and projects.
- Overseeing the management and verification of fixed assets, inventories, and stock in accordance with institutional policies.
- Maintaining effective financial information management systems and ensuring proper record keeping for all financial documentation.
- Providing leadership, supervision, mentoring, and performance management to staff within the Finance Unit.
- Liaising with auditors, banks, regulatory authorities, government agencies, suppliers, and other external stakeholders on financial matters.
- Preparing reports, papers, and financial presentations for Senior Management, Committees, and the Board, as required.
- Supporting institutional projects and strategic initiatives by providing financial analysis, planning, and advisory services.
- Leading continuous improvement initiatives to enhance the efficiency, effectiveness, and digitalisation of financial processes.

FINANCE MANAGER
SCHEME OF SERVICE

- Performing any other duties directly related to the role and responsibilities as may be assigned by the Chief Operations Officer or any other delegated Head.

NOTE
The Finance Manager may be required to work outside normal working hours and on Saturdays.

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES	KPIs
1. Financial Leadership and Governance	• Lead the Finance Unit and ensure the effective management of all financial operations. • Develop, implement, and monitor financial policies, procedures, and internal controls. • Provide strategic financial advice to Senior Management to support decision-making. • Ensure compliance with applicable accounting standards, statutory requirements, and institutional policies.	• Ongoing • Ongoing • As and when required • 100% compliance
2. Financial Planning and Budget Management	• Lead the preparation of the annual budget, financial forecasts, cash flow projections, and final accounts. • Monitor budget implementation and expenditure across departments. • Analyse financial performance and recommend corrective actions where necessary. • Ensure the efficient allocation and utilisation of financial resources.	• Annual/Monthly • Monthly • Monthly/Quarterly • Ongoing
3. Financial Reporting	• Oversee the preparation of monthly, quarterly, and annual management reports and statutory financial statements. • Present financial reports and analyses to Senior Management and Committees. • Ensure timely submission of all statutory financial returns and reports.	• Monthly/Quarterly/Annually • As required • As per statutory deadlines
4. Treasury and	• Oversee cash flow management, banking	• Daily/Ongoing

FINANCE MANAGER

SCHEME OF SERVICE

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES	KPIs
Financial Operations	operations, payments, and revenue collection. • Ensure timely bank reconciliations and follow-up of outstanding items. • Oversee payroll processing and authorise financial transactions. • Ensure effective management of debtors and creditors.	• Monthly • Monthly • Ongoing
5. Internal Control and Risk Management	• Maintain effective financial controls to safeguard institutional assets. • Oversee audit preparation and coordinate internal and external audits. • Monitor implementation of audit recommendations and corrective actions. • Ensure proper safeguarding of cash and other financial resources.	• Ongoing• Annually/As required • Ongoing • Daily
6. Statutory Compliance	• Ensure timely submission of tax returns and statutory returns (MRA, PAYE, CSG, NSF/other applicable statutory contributions). • Ensure compliance with all financial legislation and regulatory requirements.	• As per statutory deadlines • 100% compliance
7. Financial Analysis and Decision Support	• Prepare financial analyses, costing exercises, forecasts, and dashboards. • Support strategic projects through financial modelling and business case evaluations. • Monitor key financial indicators and provide recommendations to improve financial performance.	• Monthly/As required • As required • Monthly
8. Leadership and People Management	• Supervise, mentor, and develop Finance Unit staff. • Monitor staff performance and ensure effective workload management. • Promote continuous improvement and best practices within the Finance Unit.	• Ongoing • Annual/Ongoing • Ongoing
9. Stakeholder	• Liaise with auditors, banks, government	• As required

FINANCE MANAGER
SCHEME OF SERVICE

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES	KPIs
Management	authorities, suppliers, and other stakeholders on financial matters. • Represent the Finance Unit at meetings and provide professional financial advice where required.	• As required
10. Continuous Improvement	• Identify opportunities to improve financial processes, systems, reporting, and operational efficiency. • Lead initiatives to strengthen financial governance and digital transformation within the Finance function.	• Ongoing • Ongoing

KEY COMPETENCIES – GENERIC

- High sense of integrity, accountability, and professionalism.
- Ability to handle confidential and sensitive financial information with discretion.
- Ability to provide practical, accurate, and timely financial advice to management and staff at all levels.
- Strong leadership and supervisory skills.
- Good analytical and problem-solving skills.
- Strong planning, organisational, and time management skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Good knowledge of financial management principles, accounting standards, and relevant legislation.
- Ability to manage multiple priorities and meet deadlines.

KEY COMPETENCIES – FUNCTIONAL

- Strong financial management and budgeting skills.
- Excellent analytical and numerical skills.
- Ability to interpret and analyse financial reports and statements.
- Sound knowledge of accounting standards, financial regulations, and statutory requirements.
- Strong knowledge of budgeting, forecasting, cash flow management, financial management principles, accounting standards, and relevant legislation.
- Ability to develop and implement effective financial controls.
- Proficiency in financial management systems and Microsoft Office applications, particularly Microsoft Excel.
- Excellent problem-solving and decision-making skills.
- Strong stakeholder management and advisory skills.
- Ability to lead and manage a finance team effectively.

FINANCE MANAGER
SCHEME OF SERVICE

PERSON SPECIFICATIONS
Qualifications, Skills and Knowledge:
The job holder should ideally possess: **Either** i. A Bachelor's Degree in Accounting, Finance, Financial Management, Commerce, or a related field from a recognised institution. **Or** ii. A Master's Degree in Finance, Accounting or Business Administration. **And** iii. A professional accounting qualification (ACCA, ACA, CIMA, CPA, CIPFA or equivalent recognised by MIPA). iv. Registration with the Mauritius Institute of Professional Accountants (MIPA). **Knowledge and skills** i. have a sound knowledge of financial management; ii. have the ability to handle complex financial matters; iii. have the ability to lead and motivate staff; iv. possess good communication, interpersonal, organising and administrative skills; an v. be computer literate. Candidates should produce written evidence of experience/knowledge claimed.
Experience:
The ideal job holder should have: • At least **6 years' post-qualification experience** in finance or accounting. • At least **4 years in a supervisory or managerial position**.

FINANCE MANAGER

SCHEME OF SERVICE

CONDITIONS OF SERVICE	
Type of Enrolment	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 68,000 – 100,000 per month, plus an all-inclusive allowance of Rs 20,000, commensurate with qualifications and experience, together with benefits applicable under the contractual terms and conditions of service.

APPROVAL	
Job Holder:	
Name:	**Job title:** Finance Manager
Signature:	**Date:**
Job Holder's Reporting Line:	
Name:	**Job title**:
Signature:	**Date:**