

Finance Manager (Contractual) (Ref JDFM-V26_1.0)

Polytechnics Mauritius Ltd · Vacancy · October 2026

Department	Finance
Reports to	Chief Operations Officer
Salary	Negotiable, commensurate with qualifications and experience

Qualifications

- A bachelor's degree in accounting or Finance or Financial Management or Commerce or a related field from a recognised institution.
- A professional accounting qualification (ACCA, ACA, CIMA, CPA, CIPFA or equivalent recognised by MIPA)
- Registered with the Mauritius Institute of Professional Accountants (MIPA).

Experience

- At least 6 years' post-qualification experience in finance or accounting, including at least 4 years in a supervisory or managerial position.

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.

Technical duties

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

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

23. Supporting institutional projects and strategic initiatives by providing financial analysis, planning, and advisory services.
24. Leading continuous improvement initiatives to enhance the efficiency, effectiveness, and digitalisation of financial processes.
25. 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.

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

Skills

Sound knowledge of financial management, the ability to lead and motivate staff, good communication skills, and computer literacy.

Closing date: 23 October 2026

How to apply: Online only, through the PML careers portal at <https://www.poly.ac.mu/careers/>

Applications sent by email, post or hand delivery will not be considered.