

## JOB DESCRIPTION

**Job Title:** Accountant  
**Campus:** Mauritius  
**Service:** Finance  
**Reporting to:** Head of Finance

### Overall Purpose:

The Accountant will be responsible for effective financial management, reporting and compliance of the university. The role of the Accountant is critical in ensuring sound financial management, promoting financial stability, and enabling the institution to achieve its strategic goals while upholding fiscal responsibility and accountability.

### Principal Duties:

- Financial record-keeping: Accurately record and maintain financial transactions and records of the university.
- Budgeting and forecasting: Assist in the development of the university's budget, track actual performance against the budget, and provide analysis on budget variances. Help forecast future financial needs.
- Financial reporting: Prepare management accounts and financial statements, such as the income statement, balance sheet, and cash flow statement, in accordance with accounting principles and reporting standards. Generate regular financial reports for management and stakeholders.
- Compliance and regulatory reporting: Ensure compliance with relevant financial regulations, accounting standards, and reporting requirements applicable to the university. Prepare and submit financial reports to regulatory bodies and funding agencies as required.
- Internal controls: Help establish and maintain internal controls to ensure financial integrity and prevent fraud. Contribute to the development and implementation of financial policies and procedures.
- Financial analysis: Perform financial analysis to support decision-making and provide insights to management. Analyze financial data, prepare financial models, and assess financial performance to identify trends, risks, and opportunities.
- Audit coordination: Assist in coordinating audit by providing necessary documentation, supporting the audit process, and addressing any audit findings or recommendations.
- Other tasks: Involve in other finance-related tasks as delegated by the Head of Finance to support the overall financial operations of the university.

## **PERSON SPECIFICATION**

### ***Education/Qualifications:***

- Membership in ACA, ACCA or equivalent professional accounting qualification

### ***Experience:***

- Proven experience of 3 + years in audit
- Minimum 5 years of experience in accounting related duties

### ***Knowledge/Skills***

- Strong financial acumen and analytical skills, with the ability to interpret complex financial data and make informed decisions
- Proficient in financial software and tools, with advanced Excel skills
- Excellent communication and interpersonal skills with the ability to collaborate effectively with internal and external stakeholders
- Detail-oriented, organised and able to prioritise work effectively in a fast paced environment
- High ethical standards and a commitment to maintaining confidentiality and integrity
- Team player, dependable and willing to adapt to change.
- Work experience in Higher Education is desirable.
- Fluency in English, both written and spoken, Knowledge of additional languages is a plus.

The above list is not exclusive or exhaustive and working as part of the Finance team. The postholder will be expected to work closely with all members of the team, provide cover and assistance when necessary, and participate within the team as requested in such areas as communication and general office organisation. Other duties and projects will be added as required by Head of Finance.