

## **TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE**

### **Vacancy**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as:

#### **ACCOUNTANT**

##### **I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

##### **II. QUALIFICATIONS:**

###### **A. A member of one of the following bodies:**

- The Institute of Chartered Accountant in England and Wales,
- The Institute of Chartered Accountant of Scotland,
- The Association of Chartered and Certified Accountants
- The Association Institute of Management Accountants
- The Association Institute of Public Finance and Accountancy

##### **III DUTIES:**

The Accountant will report to the Executive Director and will perform the following duties.

1. To maintain books and proper accounting records related to the Trust Fund.
2. To prepare the Financial statements of the Trust Fund.
3. To apply relevant Financial procedures for the implementation of projects under the Trust Fund.
4. To prepare and administer the budget of the Trust Fund.
5. To carry out cost benefit and cost effectiveness analysis to help in making a rational use of resources.
6. To prepare and keep the accounts of the Trust Fund.
7. To administer the Trust Fund Grant System and prepare appropriate reports for the management of the Trust Fund.
8. To assist in the preparation of regular Management reports.

Candidates should produce written evidence of knowledge claimed.

**IV. SALARY:**

The permanent and pensionable post carries salary in a scale of Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 – 69800

**V. Mode of Application:**

Candidates should submit their application on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on Friday 29 April 2022.**

**Note:**

- (i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
- (ii) Only the best qualified candidates will be considered for interview.
- (iii) Late/incomplete application or application not made on the prescribed application form will not be considered.
- (iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
- (v) The applicants should submit their Certificate of Character together with the application form.

**Trust Fund for Specialised Medical Care  
Cardiac Centre  
Pamplemousses  
Mauritius  
Phone No: (230) 2438220/2438110**

Date: 09 April 2022