



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

29 August 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 74 of 2018
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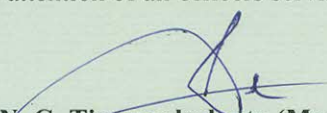
From: Secretary for Public Service
To: Supervising Officers in Charge of Ministries/Departments

African Caribbean and Pacific Group of States (ACP) - Vacancy

The Secretariat of the African Caribbean and Pacific Group of States (ACP) is inviting applications for the following post:-

	Post	Deadline for submission of application
(i)	Expert Finance and Accounting (Grade P4)	30 September 2018

- Applications for this post should be sent to: **Secretariat ACP, 451 Avenue Georges Henri, 1200 Brussels – Belgium** or by email to: hr@acp.int
- Applications must be accompanied by updated curriculum vitae completed in this format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>, provide copies of degrees, diplomas, certificates and any other documents attesting to the competence and professional experience of the candidates. Up-to-date reference letters for the past eight (8) years of work experience must be attached.
- Candidates for the post must be nationals of Member States of the ACP Group and must therefore attach a copy of their valid passport for proof of nationality. Applications from non-ACP nationals will not be considered.
- Details regarding the job description and terms and conditions of service applicable to the above post are **enclosed**.
- Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.
- It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for Public Service



Job Description

I. Post Information	
Post Title: Expert, Finance and Accounting Organizational Unit: Budget and Accounts Supervisor/ Grade: Assistant Secretary-General (AFHR)/ASG	Current Grade: P4

II. Organizational Context
<p>Under the guidance and supervision of the Assistant Secretary-General responsible for the Department of Administration, Finance, and Human Resources (AFHR), the Finance and Accounting Expert provides financial management and accounting services at the ACP Secretariat ensuring high-quality, accurate and consistent work. The Accountant promotes a client-based approach, in line with the rules and regulations of the ACP Secretariat.</p> <p>The Finance and Accounting Expert is responsible for verifying, approving and confirming proposed financial obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to the human resources, ensuring that they are in accordance with the Financial Regulations, Staff Regulations and Internal Rules of the ACP Secretariat, salary scales and corresponding approved allotments. In addition, he/she ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained. He/she prepares and consolidates financial statements for inclusion in the ACP Secretariat Audited Financial Statements for audit purposes and submits responses regarding internal/external audit observations. He/she is responsible for the functioning of the Accounting systems of the ACP Secretariat and writing of the corresponding specifications and advises the Assistant Secretary General of the Department on accounting and financial issues. He/she provides support in the implementation of any new accounting systems and takes the initiative to improve ACP Secretariat accounting processes and approaches. He/she follows up the payment of contributions to the ACP Secretariat annual budget from the ACP Group Member States.</p> <p>The Finance and Accounting Expert heads the Accounting unit and supervises the Accounts Assistant and a Secretary. In undertaking his/her duties and responsibilities, the incumbent works closely with the Assistant Secretary-General of the Department and other ACP Secretariat staff members for information sharing and has direct contacts with the officials of the European Commission (EC) for the management of resources made available to the ACP Secretariat.</p>

III. Functions / Key Results Expected in the following areas:

Summary of Key Functions:

- Verifies/approves/confirms that proposed obligations or expenditure for services, facilities, supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the ACP Secretariat, relevant appropriations and staffing tables and corresponding approved allotments
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained
- Prepares or consolidates financial statements for inclusion in the ACP Secretariat Audited Financial Statements to be audited. Responds to internal/external audit observations.
- Responsible for the smooth functioning and specifications of the Accounting system of the organization, advises and assists the ASG on accounting and financial issues Provides substantive support to the implementation of new accounting systems. Takes initiative to improve accounting processes and approaches.
- Follows up the payment of contributions from the Member States

IV. Impact of Results

The expected key results have an impact on decisions taken concerning the ACP Secretariat's finances, as well as its financial and accounting procedures, which in turn enhance confidence in the ACP Group by the EU with respect to the efficiency and effectiveness of the ACP Secretariat's financial operations.

V. Competencies

Corporate Competencies:

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions.

Functional Competencies:

- Possesses good knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- High degree of independent judgment and initiative and conceptual skills.
- Must be competent in internal monitoring and evaluating public policies.
- Sound computer skills, including proficiency in MS Word, Excel and complex computerized financial systems.

Managerial Competencies:

- Organizes and prioritizes work schedule to meet client needs and deadlines.

Behavioural Competencies:

- Demonstrates strength of character and ability to stay calm and show maturity in stressful situations.
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients.

VI. Recruitment Qualifications

Education:	Master degree or equivalent, in business administration, finance, or related field and is a Certified Public Accountant (CPA) or a Chartered Accountant (CA).
Experience:	A minimum of eight (8) years of progressively responsible experience in administration, finance, budgeting or related areas, three (3) of which must be at a regional or international organization level.
Language Requirements:	Good command of English or French or Portuguese or Spanish. A good working knowledge of at least one of the other three languages would be an added advantage.

APPOINTING AUTHORITY

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.
