



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

4 April 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 11 of 2007
E/75/76/01/09

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments


Vacancy at the Commonwealth Secretariat:
Post of Systems Accountant

The Commonwealth Secretariat is inviting nominations from member Governments for the post of Systems Accountant in its Finance and Management Information Section, Corporate Services Division.

2. The Systems Accountant will report to the Finance Manager (Systems and Risk) and will be responsible for all the technical and accounting aspects of the accounting system used currently by the Secretariat. He will also be responsible for the technical design and maintenance of interfaces linking the accounting system to the wider corporate management information system.
3. The minimum qualification requirements for the post are:
 - (a) A University Degree in Accounting
or A University Degree in IT with a part qualified Accountancy qualification
or A professional qualification in Accountancy with relevant IT training.
 - (b) 2 – 3 years finance systems experience in a Structured Query Language (SQL) environment;
 - (c) 3 – 5 years post qualification accounting experience including experience in Advanced MS Access and Excel and links to external data-bases
4. Candidates should be able to demonstrate the following:
 - A sound understanding of accountancy principles and practice;
 - A comprehensive understanding of SQL Server 2000 and table structures;
 - A proven track record of delivering high quality results;
 - A good understanding and relevant experience in project management;
 - Practical ability to provide effective user support and training;
 - Strong analytical and troubleshooting skills with the intellectual ability to provide appropriate business and accounting process solutions using abstract accounting/IT concepts.

.../2

5. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Secretariat, application from female officers is encouraged.
6. Potential candidates should note that:
 - (a) they should provide their curriculum vitae accompanied by a short covering letter setting out their experience and skills in relation to the competences and other requirements for the post;
 - (b) they should be a national of a Commonwealth country;
 - (c) salary on appointment is £41,773 per annum;
 - (d) they should not be close relatives of the current members of staff of the Commonwealth Secretariat; and
 - (e) all appointments are subject to three satisfactory references, one of which must be a reference from their current or most recent employer. Reference details must be included in the application.
7. Details of the job description and the terms and conditions applicable to the post are available on the Secretariat's website: www.thecommonwealth.org. The closing date for the submission of applications, which **should be forwarded directly to the Commonwealth Secretariat is Wednesday 25 April 2007.**
8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.


(P. Thugro)
Supervising Officer

Copy to:
Secretary to Cabinet and Head of the Civil Service