



## **FINANCIAL REPORTING COUNCIL**

### **VACANCY FOR THE POST OF FINANCIAL OPERATIONS OFFICER**

<b>Responsible to</b>	:	<b>Chief Executive Officer</b>
<b>Profile</b>	:	<ul style="list-style-type: none"><li>• A Diploma in Accountancy from a recognized institution</li></ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"><li>• A Pass at level 1 (Examination Level: Knowledge) of the Association of Chartered Certified Accountants</li><li>• Have at least five years' experience in financial operations duties</li><li>• Have good communication and interpersonal skills</li></ul>
<b>Responsibilities</b>	:	<p>The Financial Operations Officer will be amongst others, to -</p> <ul style="list-style-type: none"><li>(i) attend to the financial operations duties at the FRC;</li><li>(ii) ensure that financial, procurement and other relevant legislations and regulations are fully complied with;</li><li>(iii) assist in the preparation of Programme-Based Budget;</li><li>(iv) prepare financial statements/returns to be submitted to management;</li><li>(v) attend to audit queries on financial issues; and</li><li>(vi) perform any other duties as may be assigned by the Chief Executive Officer.</li></ul>
<b>Salary scale</b>	:	Rs 24475 x 525 -26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 - 43500
<b>Benefits</b>	:	According to PRB Conditions

**Mode of Application** : Application in sealed envelopes should be sent with full Curriculum Vitae, a motivation letter, photocopies of original certificates and a recent passport size photo to the Chief Executive Officer, Financial Reporting Council, 3<sup>rd</sup> Floor, Anglo Mauritius House, Intendance Street, Port Louis at latest by **30 December 2025.**

*Note* : *The Council reserves the right not to make any appointment following this notice of vacancy.*

**10 December 2025**