

Schedule of duties

Organisation: Mauritius Cane Industry Authority

Post: Manager, Finance

Roles & Responsibilities: To be responsible to the Chief Executive Officer for the proper administration of the General Fund of the Authority.

- Duties:**
1. To advise the Chief Executive Officer on all financial matters of the Authority.
 2. To direct the preparation of annual budget estimates and also statement of accounts and annual reports in accordance with statutory requirements.
 3. To ensure the development and maintenance of effective budgeting, financial control and general accounting procedures to be operated throughout the Authority.
 4. To be responsible for the development and implementation of an effective and appropriate Management Information System.
 5. To ensure supply of accurate and timely financial information and statistics to internal and external bodies as directed.
 6. To represent the Authority during negotiations with local and international bodies on financial matters.
 7. To formulate, recommend and advise on appropriate accounting policies and conventions.
 8. To be responsible for the development and maintenance of 'Manual of Accounting Procedures'.
 9. To assist in the implementation of the Performance Management System.
 10. To use ICT in the performance of his duties.
 11. To perform such other duties directly related to the main duties above or related to the delivery of the output and results expected from the Manager Finance in the roles ascribed to him.