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VACANCIES

Ministry of Finance, National Planning and Trade

Post-Title: Finance Analyst

Salary Band: B4 – B6

Division: Financial Planning and Control Division

Section: Public Budget Management

Report to: Director

Responsibilities:

A. General:

1. Advise Government on fiscal and financial matters affecting the Government budget performance.
2. Assist in formulating the national budget, monitor its implementation, and recommend and implement remedial measures for correcting material variances from the budget.

B. Specific:

1. Prepare the Government budget within a stipulated time frame, reflecting prioritized national needs within sustainable limits.
2. Measure budget performance periodically in terms of resources utilized and objectives achieved, providing explanations and supporting analyses.
3. Initiate and undertake studies, research, and policy reviews with a major fiscal impact in the medium and long term.
4. Examine whether key programs in the Ministry/Department/Budget Dependent Agency meet budget allocations and advise on necessary remedies.
5. Assist stakeholders in formulating macroeconomic frameworks for budget preparation.
6. Assist Ministries/Departments/Budget Dependent Agencies with weekly forecasts of expenditures and revenues.
7. Formulate medium-term budget forecasting for Ministries/Departments/Budget Dependent Agencies.
8. Assume the duties of the Senior Finance Analyst in their absence.
9. Perform any other duties required by the Comptroller General/Deputy.

Minimum Entry Requirement:

- Completion of ACCA Professional Level or equivalent Master's Degree in Finance; or
- Completion of ACCA Fundamentals Level or equivalent Bachelor Degree in Finance; or
- F1 to F9 plus the Professional Ethics Module or equivalent Advanced Diploma in Accounting plus two years' satisfactory work experience as an Assistant Accountant.

Post-Title: Accounts Technician

Salary Band: B2 – B3

Division: Public Accounts Management & Treasury

Section: Treasury

Report to: Senior Accountant

Duties and Responsibilities:

1. Maintain complete and detailed records of all Government payments and revenue on a daily basis.
2. Perform reconciliation of bank transactions; investigate and propose possible resolutions for any discrepancies.
3. Assist in the preparation of Government payroll, ensuring compliance with applicable laws such as Tax, Pension Fund, Employment laws, and the Public Service Order.
4. Liaise with the Central Bank of Seychelles, Commercial banks, and Ministries, Divisions, and Agencies (MDA) daily for recording and verification of Government transactions.
5. Ensure proper maintenance of all end-of-the-year records; advise Senior Accountant if any year-end adjustment is still pending.
6. Organize accounting records such as registers, ledgers, journals, and individual accounts, ensuring the correct account code is used for all transactions.
7. Render assistance to other departments in organizing requests for clarification and information for customers and MDAs.
8. Examine accounting documents received from MDAs, ensuring authorized signatures and correct budgeted accounts are used for each transaction booked.
9. Perform any other duties provided by the Senior Accountant and Chief Accountant.

Minimum Entry Requirement:

- Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting; or

- Diploma in Business Studies plus AAT Level 3; or
- Business Studies plus AAT Level 4 ; or
- ‘A’ Level in accounting or Advanced Certificate in Accounting plus three years as an Accounts Assistant .

Key Skills Required:

- Strong interpersonal and communication skills.
- Ability to work as part of a team.
- Work well under pressure and meet deadlines.
- Proficient in computer usage; skilled in performing mathematical processes; outstanding knowledge of utilizing accounting software and other basics.
- Commendable skills in general bookkeeping procedures or principles. Excellent knowledge of payroll systems, accounts payable, and general accounting ledger.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

Post Title: Assistant Internal Auditor

Salary Band: B3 – B5

Division: Internal Audit

Report To: Internal Auditor

Duties and Responsibilities:

1. Under the supervision and guidance of the Internal Auditor, undertake audit procedures on-site and:
 - (i) Monitor, train, supervise, and review the work of Audit Technicians.
 - (ii) Assist in the preparation of the Audit Planning Memorandum (APM) assigned as per the approved audit program.
 - (iii) Undertake system, compliance reviews in accordance with Audit manuals, Accounting manuals, Procurement manuals, PSO manuals, and other relevant guidelines.

- (iv) Form an opinion on audited areas, liaise with operational staff, prepare draft internal audit findings, and formulate recommendations concerning appropriate actions to be taken.
 - (v) Discuss with middle management audit concerns/findings/feedback.
2. Assist the Internal Auditor/Senior in Charge in audit work of a more complex nature and investigation.
 3. Responsible for carrying out spot checks on stores/inventory and stocks.
 4. Undertake cash counts and surprise verifications.
 5. Perform other relevant duties that may be assigned from time to time.

Minimum Entry Requirements:

- Level II of Association of Chartered Certified Accountant (ACCA) or equivalent; or Degree in Accounting, Management, Economics, or Finance streams or
- ACCA foundation level of Chartered Accountancy (CA) or equivalent related qualification plus at least five years as an Internal Audit Technician;/Certified Forensic Accounting Technician (CFAT) Part I or Certified Forensic Investigation Professionals (CFIP) – Master class; or
- Diploma in Auditing or CIA level 1 plus three years' work experience in auditing or,
- Advanced Diploma in Business Studies plus 2 years' experience in Accounting-related matters, or,

Post Title: Audit Technician

Salary Band: B3

Division: Internal Audit

Report to: Assistant Internal Auditor

Duties and Responsibilities:

1. Under the supervision and guidance of the Assistant Internal Auditor, undertake simple procedures on-site, including:
 - (a) Physical verification of stores, inventory, and stocks
 - (b) Cash counts
 - (c) Financial review, analytical review, and budget analysis

- (d) Compliance reviews in accordance with audit manuals, accounting manuals, procurement manuals, PSO manuals, and other relevant guidelines.
2. Acquire/familiarize with the concept of risk, risk evaluation, and various risks associated with financial operations.
 3. Liaise with operational staff of client places within MDAs such as Cashiers, Store Keepers, etc.
 4. Perform other relevant duties that may be required from time to time.

Minimum Entry Requirements:

- ACCA foundation or equivalent related qualification; or
- Advanced Diploma in Business Studies or equivalent; or
- Diploma in Business Studies or equivalent plus two years' work experience in Finance, Accounting or administrative related functions.

Job Title: Economist

Division: Macro-Economic Forecasting Analysis Branch (MFAB)

Salary Band: B3 – B6

Report to: Principal Economist

Job Summary: Economists at the MFAB provide timely and high-quality macroeconomic and fiscal reports to guide government economic policy and decision-making, as well as budget formulation. They are responsible for drafting economic reports and budget outlook documents, GDP and tax revenue forecasting and modeling, data management, and assisting the team in identifying and reporting financial inconsistencies and risks.

Main Duties:

1. Develop and maintain economic and tax forecasting models, including for economy-wide macroeconomic management and major government revenue forecasting.
2. Provide general analytical capabilities for relevant public policy development.
3. Responsible for data analysis and data collection.
4. Identify and report on financial inconsistencies and fiscal risks.
5. Liaise, alongside senior staff, with government, international financial institutions (such as the IMF, World Bank), public entities, and external parties at all levels.
6. Perform any other duties as may be assigned from time to time.

Minimum Entry Requirements:

- Master's Degree in Economist/Economics/Economic Policy/Finance or a related field or,
- Bachelor's degree in Economics/Econometrics/Economic Policy, Business Administration/Business and Trade/Foreign Trade/Law/Public Policy or a related field or,
- Advanced Diploma in Business Studies/Administration/Economics/Law/Public Policy or a related field plus two years of work experience as an Assistant Economist.

Other Required Qualities:

- Experience in analyzing, interpreting, and understanding economic indicators.
- Proficiency in MS Excel.
- Demonstrated excellent analytical skills.
- Ability to contribute to conclusions from the outcomes of analysis activities.
- Effective communication skills, both verbally and in writing, in a range of forums.
- Good organizational and self-management skills.

Submit your CV: hr@finance.gov.sc