

INTERCONTINENTAL SLAVERY MUSEUM (ISM) MAURITIUS LTD

PUBLIC ADVERTISEMENT No. 1 of 2026

POST OF FINANCE OFFICER

ISM (Mauritius) Ltd, which is a state owned enterprise, responsible for the implementation of the Intercontinental Slavery Museum Project, is inviting applications from suitably qualified candidates who wish to be considered for the post of **Finance Officer**, on contract, for a period of one-year with the possibility of appointment on a permanent basis.

II. AGE LIMIT

Candidates should not have reached 48 years of age by the closing date for the submission of applications.

III. QUALIFICATIONS AND EXPERIENCE

Candidates should

- a) Degree in Accounting or Finance from a recognised institution or an equivalent qualification acceptable to the Board;
- b) At least three years' post qualification experience in finance/accounting duties;
- c) Good knowledge of accounting software and book keeping;
- d) Good organisational and analytical skills;
- e) Detail-oriented;
- f) Ability to work under pressure;
- g) Excellent time management skills.

Candidates should produce written evidence of the experience/knowledge claimed.

IV. SALARY: Rs 27,000 a month

V. DUTIES AND RESPONSIBILITIES:-

1. To advise on all financial issues pertaining to ISM.
2. To manage the Finance Section and be responsible for all financial activities of the ISM.
3. To prepare the Museum's budget, financial statements, annual reports and other financial documents and reports required by the Management and/or ISM's Board, in line with statutory requirements.
4. To be responsible for the setting up of adequate financial systems, including relevant software and procedures and control mechanisms within the Museum and to ensure compliance with standing financial policies and regulations.
5. To assist Management in developing financial business plans and establishing funding plans.

6. To maintain up-to-date financial planning and information systems in the Museum and analyse, advise management on financial trends to prevent waste of resources and promote accountability and good governance.
7. To be responsible for the verification of all payments to be effected by the Museum and ensuring that same is in accordance with contractual obligations and financial details invoice or payment requests.
8. To liaise with Auditors to ensure annual monitoring is carried out.
9. To be responsible for the timely preparation of staff payrolls and payment of salary and for stock and inventory management of the ISM.
10. To supervise, train and guide subordinate staff.
11. To service committees and meetings of the Museum, whenever appropriate and to represent the Museum in meetings and other dealings with stakeholders in financial matters.
12. To remit statutory contributions to relevant authorities and follow-up on matters arising thereto.
13. To use ICT in the performance of his duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Finance Officer in the roles ascribed to him.

Note: The Finance Officer shall be required to work after normal working hours, including Sundays and Public Holidays.

VI. MODE OF APPLICATION

- (i) Interested candidates should submit their application form supported by photocopies of their National Identity Card, educational certificates, a detailed CV and documentary evidence of working experience claimed, by registered post or hand delivered addressed to **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius.**
- (ii) Envelopes should be clearly marked on the top left- hand corner "Post of Finance Officer – ISM/FO2026".
- (iii) This Advertisement is available on the website of the ISM (Mauritius) Limited on https://ismmauritiustd.govmu.org/ism/?page_id=3405

VII. CLOSING DATE

Applications should reach **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius, not later than 15:00 hours on Thursday 07 May 2026, with the following reference mentioned on the envelope : "Post of Finance Officer – ISM/FO2026."** Applications received after the closing date and time will **not** be considered.

Note:

- (i) The onus for the submission of written evidence of knowledge claimed rests solely on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.
- (ii) Applications received after the closing date and time will not be accepted.
- (iii) Incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- (iv) The ISM (Mauritius) Ltd reserves the right:
 - (a) to convene only the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

Date: 07 April 2026

**ISM Mauritius Ltd
Ex-Labourdonnais Military Hospital
1 Quay Street, Port Louis
Republic of Mauritius**