



Sugar Investment Trust

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## CAREER OPPORTUNITY

### COST CONTROLLER – Ref: SITL/CC/2023

The **Sugar Investment Trust (SIT)** is a dynamic and fast growing organisation that has rapidly evolved from a company with activities essentially in the sugar sector to an autonomous establishment with a strong and well diversified portfolio of activities, including leisure activities, renewable energy and a proven track record especially in the property development sector. Our focus is on providing quality service and achieving client satisfaction.

SIT Leisure Limited (“SITL”), a wholly-owned subsidiary of the Sugar Investment Trust (“SIT”), is the owner of a water-themed attraction park, situated at Belle Mare (Splash n Fun Leisure Park).

**Applications are invited from high calibre, enthusiastic, talented and dynamic professional for the post of Cost Controller for the Splash n Fun Leisure Park at Belle Mare.**

#### GENERAL DESCRIPTION

The Cost Controller will be reporting to the Accountant and will be responsible for stock control and conducting inventory of goods and preparing reports.

#### QUALIFICATIONS

A holder of a Higher School Certificate with a pass in Accounting.

#### CANDIDATE PROFILE:

- (i) reckon have at least 2 years’ working experience in cost control and inventory;
- (ii) possess both strong and effective oral and written communication as well as presentation/negotiation skills;
- (iii) be trustworthy and able to adopt a multi-disciplinary approach to problem-solving;
- (iv) be versatile and adaptable to different work situations and conditions;
- (v) have a high degree of professional ethics, integrity and confidentiality;
- (vi) demonstrate sound knowledge of operational, procurement and bidding procedures and regulations;
- (vii) be computer literate.

## **JOB SPECIFICATION:**

1. Supervise storekeeper/s and receiving clerk/s;
2. Ensure the security of all stores, including proper restrictions on the issue of keys and general access;
3. Ensure that all incoming goods are received via the Receiving Area, with deliveries properly checked against purchase orders and market lists;
4. Inspect and test goods whenever deemed necessary, especially with regard to food and beverage items;
5. Record and verify all food and beverage invoices on daily basis for price deviation, total and unit prices which should conform to the approved market prices;
6. Ensure that accumulated daily invoices agree to amounts transferred to Accounts Department;
7. Make regular spot checks and inspections of storerooms, receiving area, and all outlets;
8. Check duty invoices to ensure that correct duty has been applied;
9. Ensure that proper records are kept of inventory receipts, issues, returns and transfers and proper authorization thereof;
10. Monitor and investigate spoilage and recommend appropriate actions to reduce;
11. Co-ordinate with F&B Officer and Head of Operations for performing recipe costing and recommended retail prices for food and beverage items;
12. Conduct monthly costing and ensure prompt submission of all month-end reports within deadlines;
13. Conduct and co-ordinate monthly stock takes of outlets and storerooms;
14. Conduct and co-ordinate regular stock takes of operating equipment;
15. Conduct market price surveys in conjunction with the F&B Officer and Head of Operation.

## **MODE OF APPLICATION:**

Candidates should send their applications duly accompanied by photocopies of their certificates/references, Curriculum Vitae by registered post not later than **Friday 14<sup>th</sup> April 2023 by 16:30hrs** to the Team Leader Human Resource, Sugar Investment Trust, Ground Floor, NG Tower, Ebène, 72201.

Envelops should be clearly marked with the respective post applied on the top left corner.

Notes:

- Candidates may be requested to submit a Character Certificate;
- Salary in respect of the above-mentioned posts will be negotiable;
- Late applications and application sent by email will not be considered;
- Only the best candidate will be called for an interview; and
- SITL reserves the right not to make any appointment following this advertisement.

Date: 28 March 2023