GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Ministry of Business, Enterprise and Co-operatives (Co-operatives Division)
Post: Senior Co-operative Auditor
Salary: Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (18 069 085)
Effective Date: 30 August 2018

Qualifications: A. By promotion, on the basis of experience and merit, of officers in the grade of Co-operative Auditor who reckon at least two years’ service in a substantive capacity in the grade.

NOTE

In the absence of qualified serving officers in the grade of Co-operative Auditor, by selection from among –

(a) officers in the grade of Co-operative Auditor who reckon an aggregate of at least six years’ service in the grade of Co-operative Auditor and in the Co-operative Officer Cadre/in the grade of Co-operative Development Officer; and

(b) officers in the Co-operative Officer Cadre and in the grade of Co-operative Development Officer who reckon at least seven years’ service in their respective cadre and who possess a pass at the final examination required for admission to membership of one of the following bodies –

(i) The Institute of Chartered Accountants of England and Wales
(ii) The Institute of Chartered Accountants of Scotland
(iii) The Institute of Chartered Accountants of Ireland
(iv) The Association of Chartered Certified Accountants
(v) The Institute of Chartered Accountants of India
(vi) The Chartered Institute of Management Accountants

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D. Gowry (Mrs)
for Secretary for Public Service

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(vii) The Chartered Institute of Public Finance and Accountancy

(viii) The South African Institute of Chartered Accountants

OR

an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(a) possess leadership and supervisory skills;

(b) have the ability to work under pressure and meet tight deadlines; and

(c) have good analytical skills.

Duties:

1. To be responsible to the Principal Co-operative Auditor for the performance of the following duties –

(a) to assist in the planning of audit assignments of the Co-operative Societies in strict conformity with the provision of the Co-operatives legislation and other related enactments;

(b) to supervise the work and performance of Co-operative Auditors;

(c) to exercise supervision over or take charge of other audit assignments, as and when required;

(d) to prepare, process and review working paper files for submission to the head of division;

(e) to draft letters on matters relating to audit reports on the Co-operative Societies;

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(f) to review and update the audit approach and procedures and ensure that quality, sufficiency and audit evidence are maintained as professional standards in accordance with Co-operative legislation and other related enactments;

(g) to report any malpractices, infringes and unfavourable reports;

(h) to carry out —

(i) performance audit, programme evaluation and computer audit;

(ii) sensitisation and awareness campaigns to promote Co-operative Development in the community; and

(iii) special investigations/assignments and submit relevant reports;

(i) to perform regular field supervision on audit sites;

(j) to review and report on the internal control system in Co-operative Societies;

(k) to undertake on the job training of staff, develop and conduct staff training programme;

(l) to prepare and submit audit statistical materials and related reports on economic situation of Co-operatives and Co-operative Societies; and

(m) to assist in undertaking research work in relation to accounting and auditing.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Co-operative Auditor in the roles ascribed to him.

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