GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Accountant (Ex-NATReSA)

Salary: Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575 (01 064 078) (Personal to officer in post as at 01.07.2003)

Effective Date: 01 November 2018

Qualifications: By appointment of the Accountant on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who has been redeployed to the Ministry of Health and Quality of Life.

Duties:

1. To assist the Manager, Financial Operations or Assistant Manager, Financial Operations at the Ministry in his day-to-day finance duties.

2. To assist and advise on matters related to financial management and operations.

3. To ensure that financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with.

4. To prepare/assist in the preparation of the annual budget.

5. To meet reporting requirements and submit financial statements/returns/reports, as and when required.

6. To input, operate and update the Treasury Accounting System.

7. To supervise and provide training to subordinate staff.

8. To supervise all fields of financial operations.

9. To maintain accounting records.

10. To perform duties related to the Pay as You Earn System of Taxation and Tax Deduction Scheme.

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

12. 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 Accountant (Ex-NATReSA) in the roles ascribed to him.

CERTIFIED CORRECT

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N. Aouchybur (Mrs)
for Secretary for Public Service

01 November 2018

Date.............................................................