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

Ministry: Finance and Economic Development (Management Audit Bureau)
Post: Financial and Management Analyst
Salary: Rs 16,000 x 500 – 17,000 x 600 – 20,000 x 800 – 27,200 (01 47 63)
Effective Date: 19 April 2005
Qualifications: By selection from among officers in the grades of Senior Accounting Technician and Accounting Technician 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 in 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 Chartered Institute of Management Accountants; and
(vi) The Chartered Institute of Public Finance and Accountancy

or possess an equivalent qualification acceptable to the Public Service Commission.

Note

In the absence of qualified candidates, by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the abovementioned bodies or possess an equivalent qualification acceptable to the Public Service Commission.

Duties:

1. When posted to the Ministry of Finance and Economic Development -

(i) to assist the Deputy Director, Management Audit Bureau, the Assistant Director, Management Audit Bureau, Principal Financial and Management Analysts, and Senior Financial and Management Analysts in the performance of their duties;

(ii) to perform duties of a simple nature relating to organisational studies and management reviews and to submit reports and recommendations;

(iii) to carry out management analysis and consultancy work, project management and development of quality management systems; and

(iv) to perform such cognate duties as may be assigned.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms

Date 19 APR 2005
2. When posted to other Ministries/Departments -
   (i) to advise the Heads of Ministries/Departments on matters of an
        accountancy nature, especially where these are laid down in statutes;
   (ii) to inspect and investigate statements of accounts, records and documents
        of public and private organisations controlled by the Ministries/Departments
        and advise on improvements to existing accounting and control systems;
   (iii) to carry out investigations of a simple nature and submit comprehensive
        reports and recommendations, taking into account Government’s financial
        and economic policy. These investigations cover inter alia matters relating to
        the following:-
        (a) Claims on Government;
        (b) Customs Duty;
        (c) Income Tax;
        (d) Price Fixing of products;
        (e) Estate Duty; and
        (f) Valuation of investments; and
   (iv) to perform such cognate duties as may be assigned.

Note 1

Financial and Management Analysts work under the general supervision of the Director,
Management Audit Bureau, the Deputy Director, Management Audit Bureau, the Assistant
Director, Management Audit Bureau, Principal Financial and Management Analysts and
Senior Financial and Management Analysts and are either posted to other
Ministries/Departments or retained at the Ministry of Finance and Economic Development.

Note 2

Financial and Management Analysts posted to other Ministries/Departments will be
responsible to the Financial Secretary for the technical aspects of their duties.