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GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
- Post:** Director, Financial Operations
- Salary:** Rs 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (01 75 81)
- Effective Date:** 29 September 2011
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director, Financial Operations and who –
- (i) possesses effective leadership skills;
 - (ii) has the ability to interact with people at all levels;
 - (iii) is familiar with modern financial operations tools and techniques; and
 - (iv) has a high sense of responsibility and maturity.
- Role and Responsibilities:** To ensure that Ministries/Departments perform financial operations functions efficiently, effectively and economically and in accordance with established procedures and that government objectives are attained through efficient use of allocated funds.
- Duties:**
1. To be responsible to the Financial Secretary for Government Financial Operations and Management.
 2. To advise the Financial Secretary and other Accounting Officers/Supervising Officers of Ministries/Departments on matters relating to financial operations, financial transactions and formulation of budgets in order to achieve the mission of the Ministry of Finance and Economic Development.
 3. To establish policies and procedures for the proper management and functioning of the Financial Operations Cadre and review them to ensure that they are in line with modern Financial Management concepts and practices.

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[Signature]
.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 29 SEP 2011

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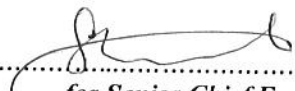
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4. To develop a strategy for identifying risks in Ministries/Departments through financial operations, propose and implement specific and measurable recommendations to mitigate the risks.
5. To ensure continuous improvement in financial operations and uniformity in the application of processes, procedures and regulations to respond to changing and emerging needs.
6. To be responsible for the management of the Financial Operations Cadre and ensure proper staffing of Finance Divisions in Ministries/Departments.
7. To analyse Annual Audit and Public Accounts Committee Reports, and propose corrective measures.
8. To liaise with the Office of Public Sector Governance and the Financial Management Review Committee for bringing improvement in financial operations in Ministries/Departments.
9. To issue financial instructions, as and when required, for the smooth running of financial operations.
10. To be responsible for investigations into irregularities, losses, thefts and other unsatisfactory features and for making appropriate recommendations.
11. To ensure that effective guidance and training is provided to officers of the Financial Operations Cadre so as to enhance the quality of financial operations work.
12. To provide dynamic leadership and ensure that there is proper and adequate supervision at all levels in the Financial Operations Cadre.
13. To approve cases of waiving of bonds in accordance with regulations in force.
14. To be responsible for keeping and maintaining a database of write-off cases approved by Accounting Officers/Supervising Officers and cases of waiving of bonds.

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15. To represent the Ministry of Finance and Economic Development on Boards and Committees.
16. To liaise with the Director, Procurement and Supply, Director, Internal Control and Director, Human Resource Management for bringing harmony in work delivery.
17. To promote an effective synergy between the work of officers of the Financial Operations Cadre in Ministries/Departments and the Sector Ministry Support Teams and other Directorates of the Ministry of Finance and Economic Development in order to ensure proper planning and implementation of government policies.
18. To advise, initiate and co-ordinate the gradual computerisation of financial operations in Ministries/Departments.
19. To be responsible for the implementation of the Performance Management System.
20. To use ICT in the performance of his duties.
21. 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 Director, Financial Operations in the roles ascribed to him.



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