

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Assistant Finance Officer
- Salary:** Rs 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 (01 28 45)
- Effective Date:** 07 April 2004
- Qualifications:** By selection from among officers in the grade of Clerk who hold a substantive appointment and who reckon at least four years' service as from the date they joined service.

Candidates will be required to take a written competitive examination conducted by the Public Service Commission designed to assess:-

- (a) the candidate's knowledge of general financial procedures (including basic principles), Supplies Management, Internal Control and Internal Audit Principles and Practices, and any other relevant financial laws/regulations and his ability to apply them; and
- (b) his potential and aptitude for financial work.

Note 1

Assistant Finance Officers may be required to follow appropriate courses to make them conversant with relevant computer accounting packages.

Note 2

Assistant Finance Officers will be required to study on their own to obtain one of the qualifications listed below, or an equivalent qualification acceptable to the Public Service Commission, to be eligible for promotion to the grade of Finance Officer:-

- (i) the Diploma in Public Financial Management and Accounting from the University of Mauritius;
- (ii) a Diploma in Accountancy from a recognised institution;

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*for Senior Chief Executive
Ministry of Civil Service Affairs and
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- (iii) a pass at Foundation Stage (complete) of the ACCA Examinations;
- (iv) a pass at stages I and II (complete) of the CIMA Examinations;
- (v) a credit pass at Final Level of the Association of Accounting Technicians (AAT) Examinations;
- (vi) a pass in Accounting at "Principal Level" at the Cambridge Higher School Certificate;
- (vii) the certificate of the Pitman Examinations Institute in Accounting (Level 3).

Duties:

1. To ensure that all the financial transactions of the Commission(s) are properly accounted for in accordance with basic principles of financial management.
2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.
3. To ensure that the principles, procedures and practices in the Financial Management Manual and departmental instructions approved by the Ministry of Finance are complied with.
4. To maintain a proper system of accounts and to guard against irregularity and fraud.
5. To assist in the preparation and monitoring of Estimates.
6. To keep proper, complete and up-to-date records of all financial transactions.

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7. To submit proper, accurate and timely returns as requested by the Financial Secretary and the Accountant-General.
8. To provide assistance in the processing of audit queries related to financial issues.
9. To ensure timely collection of revenue due to Government against targets and standards set by management.
10. To effect payments in time.
11. To provide, where appropriate, proper and accurate advice on matters of accounting and finance.
12. To make use of Information Technology in the performance of his duties, whenever required.
13. To perform duties related to the Pay As You Earn system of taxation, whenever required.
14. To perform such cognate duties as may be assigned.

NOTE

Assistant Finance Officers may be posted to Commissions to take charge of small units within the Finance Division where they will be directly and personally responsible to the officer-in-charge of the Finance Division.

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