GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Central Administration)

Post: Assistant Manager, Financial Operations

Salary: Rs 25,600 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 36,250 (01 54 64)

Effective Date: 03 August 2012

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer who reckon at least four years’ service in a substantive capacity in the grade and who –

(i) have a sound knowledge of financial legislations, policies and practices in the public sector;

(ii) have the ability to lead and motivate staff; and

(iii) possess good interpersonal and communication skills.

NOTE

Assistant Managers, Financial Operations may be required to follow appropriate courses/undergo training so as to be conversant with the latest developments in the financial, IT and accounting fields relevant to their duties.

Role and Responsibilities:

To assist and advise the Accounting Officer/officer-in-charge on a wide range of financial matters including departmental budget formulation, monitoring, expenditure control, accounting, management information, financial aspects of planning and management of projects and preparation of strategic plans and other financial operations.

Duties:

1. To be responsible to the Accounting Officer/officer-in-charge for the sound financial operations and management of the Finance Section of a Commission/Division.

2. To ensure that the departmental financial information and reporting systems, procedures and control are adequate so that appropriate, reliable and credible information comes to management’s attention in a timely manner.

3. To take appropriate decisions on financial operations matters within the framework of the Government policy.

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Date 03 AUG 2012
4. To supervise all fields of financial operations in the Commission/Division and maintain credible and close liaison with all officers in the Financial Operations Cadre.

5. To ensure that financial functions add value to the overall management and decision-making process of Commissions/Divisions.

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

7. To coach, mentor and guide subordinate staff.

8. To liaise with the Ministry of Finance and Economic Development and/or the Office of Public Sector Governance through the Director of Finance (Rodrigues) on matters requiring major policy decisions on financial operations and management and review of adequacy and effectiveness of existing Financial Management Systems, procedures and guidance for possible improvement in order to enhance goal achievement.

9. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.

10. To ensure the correct and timely implementation of the Pay As You Earn System of Taxation and Tax Deduction Scheme.

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

12. To ensure that financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other relevant legislations and regulations, and to flag non-compliance and misinterpretation of the existing rules and regulations to the Accounting Officer/officer-in-charge and the Director of Finance (Rodrigues) and propose corrective action.

13. To be conversant with the Treasury Accounting System and be able to run and analyse reports for his own use and for management.

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Date: 3 Aug 2012
14. To devise, maintain and monitor an effective system for the scrutiny and disbursement of grants/funds to non-governmental organisations to ensure that funds are used for the purpose earmarked.

15. To identify and put in place best practices in financial operations following consultations with the Director of Finance (Rodrigues).

16. To inquire into causes of potential problems, analyse and set up a corrective mechanism after consultation with the Accounting Officer/officer-in-charge and the Director of Finance (Rodrigues).

17. To assist management to effectively analyse, interpret internal and external reports, propose and initiate remedial action.

18. To assist in the implementation of the Performance Management System.

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

20. 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 Assistant Manager, Financial Operations in the roles ascribed to him.

Note

1. Assistant Managers, Financial Operations who are in charge of Finance Divisions in Commissions will be responsible for the proper running of the Division and the day-to-day conduct of financial business. In such cases, they will be responsible to the Departmental Head through the Manager, Financial Operations for the technical aspects of their duties.

2. Assistant Managers, Financial Operations may also be required to assist the officer-in-charge of the Finance Division in the day-to-day conduct of financial business.

3. Assistant Managers, Financial Operations should be fully acquainted with all departmental policies, programmes, legislations, rules, regulations and have a basic knowledge of human resource matters/policies.

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Date: 03 AUG 2012