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

**Organisation:** Rodrigues Regional Assembly (Central Administration)  
**Post:** Finance Officer  
**Salary:** Rs 13,000 x 400 – 15,000 x 500 – 17,000 x 600 – 17,600.(01 40 50)  
**Effective Date:** 07 April 2004  
**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Finance Officer who reckon at least two years' service in a substantive capacity in the grade and who possess one of the following qualifications:

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

or

an equivalent qualification acceptable to the Public Service Commission.

**Note 1**

For the first intake, consideration will be given to Executive Officers (Rodrigues) reckoning at least four years' experience in financial duties in the Finance Division although they do not possess one of the qualifications mentioned at (i) to (vii) above.

**Note 2**

Finance Officers recruited under Note 1 will be required to study on their own to obtain one of the qualifications mentioned at (i) to (vii) above, or an equivalent qualification acceptable to the Public Service Commission, to be eligible for consideration for promotion to the grade of Senior Finance Officer.

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*for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms*  
07 APR 2004

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**Note 3**

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

**Duties:**

1. To advise on financial and accounting business including stores accounting.
2. To ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.
3. To be responsible for the accounting arrangements of the Commission(s) and the full and prompt collection of revenue.
4. To prepare/assist in the preparation of Estimates.
5. To attend to audit queries on financial issues, to provide materials for the proper replies and to take corrective measures as directed.
6. To establish and maintain direct demi-official contact with the Ministry of Finance and the Treasury.
7. To prepare and submit financial statements/returns, as and when required.
8. To perform duties related to the Pay As You Earn system of taxation, whenever required.
9. To make use of Information Technology in the performance of his duties, whenever required.
10. To provide on-the-job training to officers working under his responsibility.
11. To perform such cognate duties as may be assigned.

**NOTE**

1. Finance Officers 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 Chief Finance Officer for the technical aspects of their duties.
2. Finance Officers may also take charge of small units within a Finance Division where they will be responsible to the officer-in-charge of the Division.



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