

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Manager, Financial Operations
- Salary:** Rs 31,250 x 1,250 – 45,000 (01 60 71)
- Effective Date:** 03 August 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Manager, Financial Operations and who –
- (i) have problem-solving abilities in complex financial matters and ability to meet emerging challenges;
 - (ii) possess good organising and administrative skills and training potential; and
 - (iii) have the ability to interact with officers at all levels.

NOTE

The Manager, 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 his duties.

- Role and Responsibilities:** To be responsible to the Island Chief Executive through the Accounting Officer/officer-in-charge for the financial operations and management as well as the day-to-day administration of the Financial Operations Division of the Rodrigues Regional Assembly in line with approved policies.

- Duties:**
1. To assist the Accounting Officer/officer-in-charge in putting in place an appropriate internal control system and in ensuring that it is operating as intended.
 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.

/2...



CERTIFIED CORRECT

Alexis P.

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

Date..03..AUG..2012.....

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

-2-

3. To supervise and assess operational performance against set targets, report thereon and suggest corrective action, where necessary, to management and the Director of Finance (Rodrigues).
4. To ensure that financial functions add value to the overall management and decision-making process of the Commissions/Divisions.
5. To devise, maintain and monitor an effective system for the scrutiny and disbursement of grants/funds to non-governmental organisations and to ensure that funds are used for the purpose earmarked.
6. To coach, mentor and guide subordinate staff.
7. To ensure that financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislations and regulations and to flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer/officer-in-charge and the Director of Finance (Rodrigues) and recommend corrective action.
8. To take appropriate decision on financial operations matters within the framework of Government policy.
9. 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.
10. To ensure that special accounts in connection with projects financed by overseas organisations are kept and that financial statements are produced.
11. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.

/3...



CERTIFIED CORRECT

A. Heesing

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date...03 AUG 2012.....

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

-3-

12. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
13. To ensure correct and timely implementation of the Pay As You Earn System of Taxation and Tax Deduction Scheme.
14. To represent the Commissions on boards and committees, as and when required.
15. To arrange, organise and participate in training of subordinate staff of the Financial Operations Cadre and sensitisation of other officers on financial operations and management.
16. To supervise all fields of financial administration in a Commission and maintain credible and close liaison with officers-in-charge of Finance Sections in Commissions.
17. To identify and put in place best practices in financial operations following consultation with the Director of Finance (Rodrigues).
18. To be conversant with the Treasury Accounting System and be able to run and analyse reports for his own use and for management.
19. 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).
20. To assist management in the analysis and the interpretation of internal and external reports as well as propose and initiate remedial action.
21. To examine Estimates and apply for the Reallocation of funds by way of advances, as and when required.
22. To assist in the implementation of the Performance Management System.
23. To use ICT in the performance of his duties.

/4...



CERTIFIED CORRECT

Ateerasing

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date. 10 3 AUG 2012
.....

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

-4-

24. 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 Manager, Financial Operations in the roles ascribed to him.

Note

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



CERTIFIED CORRECT

Alexander P

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date... **03 AUG 2012**