

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Principal Financial Operations Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (01 058 074)
- Effective Date:** 08 July 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Financial Officer/Senior Financial Officer who –
- (i) possess a diploma in Public Sector Financial Management or Financial Management with specialisation in Public Finance or Accountancy or Finance or Mathematics or Statistics or a diploma with Finance as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) reckon at least four years' service in a substantive capacity in the Financial Operations Cadre; and
  - (iii) possess good supervisory and management skills.

**NOTE 1**

Principal Financial Operations Officers will be required to follow successfully an approved course leading to a degree in Financial Management with specialisation in Public Finance to be eligible for consideration for promotion as Assistant Manager, Financial Operations.

**NOTE 2**

Principal Financial Operations Officers may also be required to follow appropriate courses/undergo training to make them conversant with the latest developments in the financial, IT and accounting fields relevant to their duties.

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CERTIFIED CORRECT

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D. Gowry (Mrs)  
for Secretary for Public Service

08 July 2019

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**Duties:**

1. To assist and advise on matters related to financial management and operations.
2. To ensure –
  - (i) the correct application of financial, procurement, other relevant legislation and regulations and keep proper, complete and up-to-date records of all financial transactions;
  - (ii) prompt payment to all stakeholders in line with provisions in the Financial Management Kit and other relevant regulations;
  - (iii) that accounting arrangements are properly done to prevent fraud and irregularities and that collection/remittance of revenue is effected promptly;
  - (iv) that financial operations are carried out in accordance with the provisions of the Financial Management Kit and other relevant legislation and regulations and to report cases of non-compliance and misinterpretation thereof to Management, the Accounting Officer/officer-in-charge and Head, Finance;
  - (v) timely submission of returns in respect of Pay As You Earn, Tax Deduction at Source and contributions to National Solidarity Fund; and
  - (vi) the smooth running of the Human Resource Management Information System (HRMIS) in relation to the payroll module and where appropriate, run, analyse and validate reports.
3. To supervise small units within the Finance Division in the Commissions.
4. To investigate into cases of complaints, fraud and irregularities relating to financial matters and propose corrective measures.
5. To assist in and provide information for the preparation of financial statements and submit financial returns/reports, as and when required.

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6. To input, update and perform other operations in the Treasury Accounting System and be able to run and analyse reports generated therefrom.
7. To operate the e-budgeting system and perform duties related thereto including budget preparation, monitoring and preparation of revised Estimates.
8. To act as mentor and guide subordinate staff in the execution of their duties while ensuring their rotation to enable them to broaden their experience and knowledge and provide on-the-job training.
9. To attend to audit queries on financial issues, provide materials for reply and take corrective measures as directed.
10. When in charge of the Finance Division of a Commission, to be also responsible to the Accounting Officer/officer-in-charge and Head, Finance for the sound financial operations and management of the Division and, *inter alia*, –
  - (i) to assist and provide guidance on financial matters and actively participate in the preparation of the budget, budget monitoring, expenditure and revenue forecasts and revised Estimates;
  - (ii) to ensure that the departmental financial information and reporting systems, procedures and control are adequate so that appropriate and reliable information is provided to Management in a timely manner;
  - (iii) to comply with relevant regulations regarding maintenance, monitoring and disbursement of grants/funds to non-governmental organisations; and
  - (iv) to liaise with the Accounting Officer/officer-in-charge and Head, Finance on financial operations and management issues and review the adequacy and effectiveness of existing financial management systems and procedures to ensure continuous improvement.

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11. To use ICT in the performance of his duties.
12. 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 Principal Financial Operations Officer in the roles ascribed to him.

**Note**

1. Principal Financial Operations Officers 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.
2. Principal Financial Operations Officers 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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