

GOVERNMENT OF MAURITIUS

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

- Department:** Treasury
- Post:** Assistant Accountant-General
- Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 67,775 (01 70 84)
- Effective Date:** 12 August 2014
- Qualifications:** By selection from among officers of the Treasury who –
- (i) reckon –
 - (a) at least four years' service in a substantive capacity in the grade of Accountant/Senior Accountant or
 - (b) an aggregate of at least four years' service in a substantive capacity in the grade of Accountant/Senior Accountant and the former grades of Accountant and/or Senior Accountant;
 - (ii) have wide experience in Government accounting system;
 - (iii) possess problem-solving and analytical skills;
 - (iv) possess sound organising and administrative skills;
 - (v) possess strong communication and interpersonal skills; and
 - (vi) have the ability to lead and motivate a cross-functional team of officers.
- Role and Responsibilities:** To assist the Accountant-General in the preparation of Government Accounts and the maintenance of a proper accounting system for Government as well as managing the dispensing of public service benefits.
- Duties:**
1. To be responsible to the Accountant-General for the day-to-day administration and smooth running of various sections of the Treasury.
 2. To assist the Accountant-General and the Deputy Accountant-General in the performance of their duties.
 3. To ensure the correct interpretation and application of the pension laws, rules and regulations relating to passage benefits and advances for the purchase of motor vehicles.

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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-2-

4. To advise Ministries/Departments and Parastatal Bodies on the application of pension laws, rules and regulations relating to passage benefits to ensure their correct interpretation and application.
5. To tender advice on the disposal of death gratuity.
6. To constantly review and improve the accounting and reporting systems and standards to meet the information needs of Government and international organisations.
7. To closely monitor the cash flow positions of Government with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.
8. To ensure the correct interpretation and application of various Acts and subsidiary legislations.
9. To issue payment instructions to the Bank of Mauritius or any other authorised banks regarding overseas payments to foreign lending agencies and other overseas suppliers of goods and services to Government.
10. To provide training and guidance to staff working under his responsibility and to supervise their work.
11. To represent the Accountant-General in meetings, as and when required.
12. To deal with audit queries.
13. To use ICT in the performance of his duties.
14. 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 Accountant-General in the roles ascribed to him.



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A. K. S. Singh

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

12 August 2014

Date.....