

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Accounts Clerk (Ex-NATReSA)
- Salary:** Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (01 038 063) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of the Accounts Clerk on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who has been redeployed to the Ministry of Health and Quality of Life.
- Duties:**
1. To ensure that financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislations and circulars as may be issued.
 2. To assist on matters relating to financial operations, management and operations.
 3. To assist in the preparation and monitoring of Estimates.
 4. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction at Source and contribution to National Solidarity Fund.
 5. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud.
 6. To ensure proper, accurate and timely submission of returns as may be required by the Accountant-General, the Mauritius Revenue Authority and the Financial Secretary.
 7. To operate the Treasury Accounting System, e-Budgeting System and Human Resource Management Information System (HRMIS).
 8. To ensure payments to stakeholders are effected on time.
 9. To provide assistance in the processing of audit queries related to financial issues.
 10. To perform duties of cashier and to ensure timely collection and remittance of revenue.
 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 Accounts Clerk (Ex-NATReSA) in the roles ascribed to him.

CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

01 November 2018

Date.....

