

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Accounts Officer (Ex-NATReSA)
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350
(01 050 069) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of the Accounts Officer 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 assist the Manager, Financial Operations or Assistant Manager, Financial Operations in his day-to-day finance duties and provide guidance on matters related to financial operations, management and transactions.
 2. To ensure that –
 - (i) financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with;
 - (ii) financial functions add value to the overall management and decision-making process of the Ministry/Department;
 - (iii) accounting arrangements of the Ministry/Department are properly done and to guard against irregularity and fraud;
 - (iv) collection of revenue is effected promptly; and
 - (v) financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislation and regulations and to flag non-compliance and misinterpretation of the existing rules and regulations to the Accounting Officer/Supervising Officer and the Director, Financial Operations and recommend corrective action.
 3. To monitor the work of subordinate staff and provide on-the-job training, as may be required.
 4. To prepare/assist in the preparation of the Budget Estimates.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

01 November 2018

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5. To investigate into cases of complaints, fraud and irregularities and propose corrective measures to the Accounting Officer/Supervising Officer and the Director, Financial Operations.
6. To assist in the preparation of the Strategic Plan of the Ministry/Department.
7. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme.
8. To keep proper, complete and up-to-date records of all financial transactions.
9. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
10. To liaise with the Director, Financial Operations on matters requiring major policy decisions on financial operations and management and review of adequacy and effectiveness of existing financial management systems and procedures.
11. To operate, input data and effect necessary adjustments in the Treasury Accounting System.
12. To effect payments in time.
13. To supervise all fields of financial operations in a Ministry/Department.
14. To attend to audit queries on financial issues, provide material for reply and take corrective measures, as directed.
15. To prepare and submit management reports as may be required.
16. To use ICT in the performance of his duties.
17. 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 Officer (Ex-NATReSA) in the roles ascribed to him.



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