

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Financial Officer
- 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)
- Effective Date:** 23 June 2017
- Qualifications:** By selection from among officers in the grade of Management Support Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer and who –
- (i) have a good knowledge of policies, rules and regulations relating to the management of Financial Operations in the Public Service;
 - (ii) possess effective interpersonal and communications skills; and
 - (iii) possess effective analytical and problem solving skills.

NOTE 1

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed to assess –

- (a) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for financial work.

NOTE 2

Assistant Financial Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with relevant computer accounting packages.

- Duties:**
1. To ensure that financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislation and circulars as may be issued.

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CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
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2. To assist on matters relating to financial 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 Scheme 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 effect payments to stakeholders in 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 Assistant Financial Officer in the roles ascribed to him.

Note

Assistant Financial Officers may be required to serve on a tour of service in Rodrigues.



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