

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Manager, Financial Operations
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075
(01 064 082) (Personal)
- Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(01 064 081)
- Effective Date:** 22 March 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Financial Operations Officer who –
- (i) (a) possess a degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a degree with Finance as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- (b) have a pass at the final examination required for admission to membership of a recognised professional accounting body
- (ii) 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 grades of Financial Officer/Senior Financial Officer and Principal Financial Operations Officer;
- (iii) have a sound knowledge of financial legislation, policies and practices in the public sector;
- (iv) have the ability to lead and motivate staff; and
- (v) possess good interpersonal and communication skills.

NOTE

Assistant Managers, Financial Operations will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with latest developments in the financial, IT and accounting fields relevant to their duties.

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**Role and
Responsibilities:**

To assist and advise the Accounting Officer/Supervising Officer on a wide range of financial matters including departmental budget formulation, monitoring, expenditure control, accounting, management information, financial aspects of planning and management of projects and preparation of strategic plans and financial operations.

Duties:

1. To be responsible to the Accounting Officer/Supervising Officer for the sound financial operations and management of the Finance Division of a Ministry/Department.
2. To ensure that –
 - (i) 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;
 - (ii) financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with; and
 - (iii) financial operations are carried out in accordance with the provision in the Financial Management Kit and other relevant legislation and regulations, report cases of non-compliance and misinterpretation thereof to management and propose corrective action.
3. To investigate into cases of complaints, fraud and irregularities relating to financial matters of respective Ministry/Department and propose corrective measures.
4. To assist and provide information for the preparation of financial statements and submit financial returns/reports, as and when required.
5. To be conversant with the –
 - (i) Treasury Accounting System and be able to run and analyse reports; and

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- (ii) e-Budgeting System and perform duties related thereto including budget preparation and monitoring, expenditure/revenue forecasts and revised estimates.
6. To comply with existing regulations regarding the scrutiny, monitoring and disbursement of grants/funds to parastatal bodies, local authorities and the Rodrigues Regional Assembly.
7. To assist management to effectively analyse, interpret internal and external audit reports and propose and initiate remedial action.
8. To ensure the correct operation of the Pay As You Earn System of Taxation, Tax Deduction at Source and contributions towards National Solidarity Fund in accordance with prevailing legislation.
9. To be conversant with and ensure the smooth running of the Human Resource Management Information System in relation to payroll module and where appropriate run, analyse and validate reports.
10. 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.
11. When in charge of the Finance Division of a Department, to be responsible to the Accounting Officer/Supervising Officer for –
- (i) the proper day-to-day conduct of financial business of the Ministry/Department;
- (ii) assisting the Accounting Officer/Supervising Officer in putting in place an appropriate internal control system and in ensuring that it is operating as intended and that proper mechanism exist for the safeguard of public monies;
- (iii) supervising and assessing operational performance against set targets, while ensuring that financial functions add value to the overall management and decision-making process of the Ministry/Department;

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- (iv) liaising with the Financial Secretary through the Accounting Officer on matters requiring major policy decisions on financial operations and management and where appropriate, review the adequacy and effectiveness of existing Financial Management Systems and procedures to ensure continuous improvement; and
 - (v) representing the Ministry/Department on Boards and Committees, as may be required.
12. To use ICT in the performance of his duties.
13. 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 Manager, Financial Operations in the roles ascribed to him.

Note

- 1. Assistant Managers, Financial Operations may be required to serve on a tour of service in Rodrigues.
- 2. Assistant Managers, Financial Operations should be fully acquainted with the departmental policies, programmes, legislation, rules, regulations and have a basic knowledge of human resource matters/policies.



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