

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development
Post: Financial Officer/Senior Financial Officer
Salary: Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 (01 050 071)

Effective Date: 19 July 2016

Qualifications: By selection from among officers in the grade of Office Management Assistant 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 Office Management Assistant and the former grades of Senior Officer and/or Executive 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 good interpersonal and communication skills; and
(iii) possess good analytical and problem-solving skills.

NOTE 1

Candidates will be required to take part in 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

Financial Officer/Senior Financial Officers will be required to follow successfully an approved course leading to a diploma in Public Sector Financial Management or Financial Management with specialisation in Public Finance or Accountancy or Finance from a recognised institution to be eligible for consideration for promotion as Principal Financial Operations Officer.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
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Date.....

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

-2-

**NOTE 3**

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


**Duties:**

1. To assist and provide guidance on matters related to financial operations, management and transactions.
2. To ensure that –
  - (a) financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with;
  - (b) financial functions add value to the overall management and decision-making process of the Ministry/Department;
  - (c) accounting arrangements of the Ministry/Department are properly done and to guard against irregularity and fraud;
  - (d) collection of revenue is effected promptly; and
  - (e) 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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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS


-3-

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. When in charge of the Finance Division of a Ministry/Department, to be responsible to the Accounting Officer/Supervising Officer for the sound financial operations and management of the Division and for the following –
  - (a) to advise, provide guidance and actively participate in the preparation of the Budget Estimates;
  - (b) to identify and put in place best practices in financial operations following consultation with the Director, Financial Operations;

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

-4-

- (c) to inquire into causes of potential problems, analyse and set up a corrective mechanism after consultation with the Accounting Officer/Supervising Officer and the Director, Financial Operations;
  - (d) to ensure that the departmental financial information and reporting systems, procedures and control are adequate so that appropriate, reliable, credible and timely information is submitted to management;
  - (e) to devise, maintain and monitor an effective system for the scrutiny and disbursement of grants/funds to parastatal bodies, local authorities and the Rodrigues Regional Assembly and ensure that funds are used for the purpose earmarked; and
  - (f) to assist management to effectively analyse, interpret internal and external reports, propose and initiate corrective action.
15. To attend to audit queries on financial issues, provide material for reply and take corrective measures, as directed.
16. To prepare and submit management reports as may be required.
17. To use ICT in the performance of his duties.
18. 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 Financial Officer/Senior Financial Officer in the roles ascribed to him.

**Note**

1. Financial Officer/Senior Financial Officers may be required to serve on a tour of service in Rodrigues.
2. Financial Officer/Senior Financial Officers should be fully acquainted with all departmental policies, programmes, legislation, rules, regulations and have a basic knowledge of human resource matters/policies.



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