

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

- Ministry:** Finance and Economic Development
- Post:** Manager, Financial Operations
- Salary:** Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 070 085)
- Effective Date:** 22 March 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Financial Operations who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have problem-solving skills in complex financial matters and ability to meet emerging challenges;
  - (ii) possess good organising, administrative and training skills; and
  - (iii) have the ability to interact with officers at all levels.

**NOTE**

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.

- 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, 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 assist 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.

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.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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3. To ensure that the 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.
4. To supervise and assess operational performance against set targets, while ensuring that financial functions add value to the overall management and decision-making process of the Ministry/Department.
5. 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 in compliance with existing regulations/Financial Instructions.
6. To ensure that financial operations are carried out in accordance with the Financial Management Kit and other relevant legislation and regulations and, to report cases of non-compliance and misinterpretation thereof to the Accounting Officer/Supervising Officer and the Director, Financial Operations and recommend corrective action.
7. To liaise with the Financial Secretary through the Director, Financial Operations and 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.
8. To ensure that special accounts in connection with projects financed by overseas organisations are kept and that financial statements are produced.
9. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.
10. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
11. To ensure 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.

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12. To represent the Ministry/Department on Boards and Committees, as and when required.
13. To ensure capacity building of staff on Financial Operations and Management through training and rotation.
14. To be conversant with the Treasury Accounting System and be able to run and analyse reports.
15. To ensure the smooth operation of the Human Resource Management Information System in relation to payroll module.
16. To be conversant with e-Budgeting System and supervise/perform duties related thereto.
17. To assist management in the analysis and interpretation of internal and external audit reports as well as propose and initiate remedial action.
18. To use ICT in the performance of his duties.
19. 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 Manager, Financial Operations in the roles ascribed to him.

**Note**

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



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