

GOVERNMENT OF MAURITIUS

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

- Ministry:** Social Integration, Social Security and National Solidarity
(Social Security and National Solidarity Division)
- Post:** Accounts Clerk (Ex-MESTF)
- 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) (Personal)
- Effective Date:** 20 September 2021
- Qualifications:** By appointment of the Accounts Clerk on the establishment of the former Mauritius
Ex-Services Trust Fund who will be redeployed to the Social Security and National
Solidarity Division of the Ministry of Social Integration, Social Security and
National Solidarity on proclamation of section 39 of the Finance Act 2020.
- 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.
 2. To collect, verify, analyse and record all financial costing and budget data and prepare financial statements.
 3. To prepare paysheets, vouchers and cheques for signature.
 4. To despatch cheques.
 5. To keep proper, complete and up-to-date records of all financial transactions such as cash books, ledgers and registers.
 6. To attend to banking transactions.
 7. To provide assistance in the processing of audit queries related to financial issues and take corrective measures.
 8. To compile data for statistical purposes.
 9. To use ICT in the performance of his duties.
 10. 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 Clerk (Ex-MESTF) in the roles ascribed to him.



CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

20 September 2021
Date.....