

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

- Department:** Treasury
- Post:** Accountant-General
- Salary:** Rs 114,000 (01 00 100)
- Effective Date:** 30 September 2014
- Qualifications:**
- A. By selection from among officers in the grades of –
 - (i) Deputy Accountant-General; and
 - (ii) Assistant Accountant-General who reckon at least three years' service in a substantive capacity in the grade.

NOTE

In the absence of qualified officers in the grades of Deputy Accountant-General and Assistant Accountant-General, by selection from among serving officers who –

- I. are registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act; and
- II. reckon 15 years' post-qualification experience in Government Accounting Systems and Public Financial Management.

Candidates should produce written evidence of experience claimed.

- B. Candidates should –
 - (a) be fully conversant with all aspects of Government Accounting Systems and procedures;
 - (b) have a high degree of maturity in evaluating and analysing issues;
 - (c) have strong administrative, managerial and leadership capabilities;
 - (d) possess excellent communication skills;
 - (e) be familiar with modern management trends and techniques;
 - (f) have a multidisciplinary approach to problem-solving and the ability to think strategically; and
 - (g) have a high sense of responsibility and integrity.

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CERTIFIED CORRECT

Alexander

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

30 September 2014

Date.....

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**Role and
Responsibilities:**

To be responsible for the preparation of Government Accounts and the maintenance of a proper accounting system for Government as well as managing the dispensing of public service benefits.

Duties:

1. To be responsible for the general administration of the Treasury.
2. To ensure that proper accounting systems are established in Ministries/ Departments.
3. To constantly review and improve the accounting and reporting systems and procedures in Ministries/Departments.
4. To pay out of the Consolidated Fund, any authorised Government expenditure as provided by the Appropriation Act or any other enactment and in accordance with the provisions of the Financial Management Kit.
5. To keep the accounts of the Government and prepare and submit annually the statutory financial statements to the Director of Audit.
6. To ensure that proper arrangements are made for the safe keeping of all public moneys, stamps, and securities and valuable documents.
7. To exercise general supervision over the receipts of public revenue and the expenditure of public funds.
8. To ensure that Accounting Officers comply with laws and regulations relating to finance.
9. To closely monitor the cash flow positions of Government.
10. To ensure the correct interpretation and application of pensions laws and regulations and rules relating to passage benefits and advances for the purchase of motor vehicles.
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 Accountant-General in the roles ascribed to him.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

30 September 2014

Date.....

