

GOVERNMENT OF MAURITIUS

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

- Department:** Treasury
- Post:** Accountant/Senior Accountant
- Salary:** Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 55,775 (01 53 77)
- Effective Date:** 12 August 2014
- Qualifications:**
 - A. A pass at the final examination required for admission to membership of one of the following bodies –
 - (i) The Institute of Chartered Accountants of England and Wales
 - (ii) The Institute of Chartered Accountants of Scotland
 - (iii) The Institute of Chartered Accountants of Ireland
 - (iv) The Association of Chartered Certified Accountants
 - (v) The Chartered Institute of Management Accountants
 - (vi) The Chartered Institute of Public Finance and Accountancy

OR

an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
 - (i) be registered with Mauritius Institute of Professional Accountants in accordance with section 51 of the Financial Reporting Act;
 - (ii) possess good analytical skills and have a sound judgment;
 - (iii) possess good communication and interpersonal skills;
 - (iv) have the ability to manage and motivate a team of officers; and
 - (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

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CERTIFIED CORRECT

Alexis

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 August 2014

Date.....

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

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**Role and
Responsibilities:**

To assist the Assistant Accountant-General in the preparation of the Government Accounts and maintenance of a proper accounting system for Government.

Duties:

1. To carry out research and investigations and submit comprehensive reports and recommendations, taking into account government financial and economic policies.
2. To monitor the cash flow positions of Government with a view to ensuring that adequate funds are available to meet all payments, as and when they fall due.
3. To ensure that accounting systems in Ministries/Departments are adequate and fully support their reporting requirements.
4. To keep records of funds managed by the Treasury and to prepare annual financial statements and other statutory financial reports and ensure that accounting standards are strictly adhered to.
5. To ensure the correct interpretation and application of pension laws, rules and regulations relating to passage benefits and advances for the purchase of motor vehicles.
6. To ensure the smooth operation of the computerised government accounting system.
7. To provide training and guidance to staff working under his responsibility and to supervise their work.
8. To represent the Accountant-General in meetings, as and when required.
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 Accountant/Senior Accountant in the roles ascribed to him



CERTIFIED CORRECT

Alexander

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

12 August 2014

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