

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

- Department:** The Treasury
- Post:** Accounting Technician
- Salary:** Rs 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 QB 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (01 049 074)
- Effective Date:** 15 March 2017
- Qualifications:**
- A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Accounting or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”.
 - B. Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills).

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. Candidates should –
 - (i) have good knowledge of government financial and accounting procedures;
 - (ii) possess analytical, communication and interpersonal skills; and
 - (iii) be computer literate and be fully conversant with computerised accounting systems.

Candidates should produce written evidence of knowledge claimed.

NOTE

Accounting Technicians who have successfully completed all papers of ACCA Fundamentals (Skills) or who possess an equivalent qualification will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

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CERTIFIED CORRECT


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

15 March 2017

Date.....



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Duties:

1. To assist Accountant/Senior Accountants in the performance of their duties.
2. To maintain accounting records and assist in the preparation of annual financial statements and other financial reports.
3. To prepare cash flow forecasts and assist in monitoring the cash flow positions of Government.
4. To process applications in respect of public service pensions, passage benefits and motor vehicle advances.
5. To examine and process payments on behalf of Ministries/Departments and to effect transfers of funds in respect thereof.
6. To assist in the processing of the Government Payroll.
7. To use ICT in the performance of his duties.
8. 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 Accounting Technician in the roles ascribed to him.



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