

GOVERNMENT OF MAURITIUS

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

Department: Treasury

Post: Deputy Accountant-General

Salary: Rs 86,000 (01 00 91)

Effective Date: 12 August 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Accountant-General who hold a substantive appointment in the grade and who –

- (i) have excellent managerial and leadership capabilities;
- (ii) possess effective communication and interpersonal skills; and
- (iii) are proactive and have the ability to meet deadlines.

Role and Responsibilities: To assist the Accountant-General in the performance of his statutory duties and in the general administration of the Treasury.

Duties:

1. To deputise for the Accountant-General, as and when required.
2. To ensure that proper accounting systems and procedures are established in all Ministries/Departments.
3. To exercise general supervision over the receipt of public revenue with a view to ensuring punctual collection and also over the expenditure of public funds.
4. To closely 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.
5. To ensure the correct interpretation and application of pensions laws, rules and regulations relating to passage benefits and advances for the purchase of motor vehicles.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 August 2014

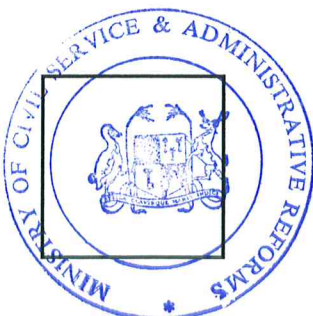
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6. To constantly review and improve the accounting and reporting systems and standards to meet the information needs of Government and international organisations.
7. To represent the Accountant-General in meetings, as and when required.
8. To deal with audit queries.
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 Deputy Accountant-General in the roles ascribed to him.



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Ministry of Civil Service and
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