

12 July 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No.36 of 2011
E/70/1/1/102

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Training in Financial Management

The Ministry is organizing a two-day training course in Financial Management for public officers to provide them with the necessary knowledge and skills to help them prepare the Program Based Budget of their respective organization. This training also aims at giving the participants a better insight into the auditing procedures and processes.

2. The training sessions will be held for a maximum of 140 officers grouped in 4 batches, as from the 3rd week of August 2011 at the Lecture Room, 6th Floor, Fooks House, Bourbon Street, Port Louis. Based on the feedback from trainees, the course may be replicated at a later stage.

3. Copy of the training programme with broad course content and objectives is at Annex 1.

4. In this context, Supervising Officers in charge of Ministries/Departments are invited to submit, in order of priority as per pro-forma at Annex 2, **the names of officers of the Human Resource cadre (AMHR and MHR), General Services (as from HEO) and senior level officers from the Technical Cadre**. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis, in hard and soft copies **at latest by Tuesday 26 July 2011**.

5. I rely on your usual collaboration and support to enhance the knowledge and skills of our public officers.

S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service



REPUBLIC OF MAURITIUS

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

*Training
on
Financial Management*



***18-19 August 2011
05-06 September 2011
15-16 September 2011
26-27 September 2011***

**Venue: Lecture Room,
6th Floor, Fooks House,
Bourbon Street,
Port Louis.**

TRAINING IN FINANCIAL MANAGEMENT

OBJECTIVES

On completion of the course participants should be able to:

- (i) interpret financial reports generated under MTEF/PBB
- (ii) describe financial model with procedures in resource budgeting and management
- (iii) evaluate the contribution of the budgeting management function for organizational success
- (iv) analyse critically the performance measurement and financial controls in organizations
- (v) identify major issues in public sector financial management, accounting and budgeting

PROGRAMME CO-ORDINATORS

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Proposed Dates:

*18 – 19 August 2011
05 – 06 September 2011
15 – 16 September 2011
26 – 27 September 2011*

Venue:

*Lecture Room,
6th Floor, Fooks House,
Bourbon Street,
Port Louis.*

Day One

08 30 - 09 00 hrs	REGISTRATION OF PARTICIPANTS
09 00 – 10 15 hrs	<p><u>Programme Based Budgeting</u></p> <ul style="list-style-type: none"> • Overview of budgeting • Different types of budget • Different approaches to budgeting • The process of preparing budget and budgetary control <p><i>Senior Analyst/Analyst from Ministry of Finance and Economic Development</i></p>
10 15 - 10 30 hrs	TEA BREAK
10 30 – 12 00hrs	<p><u>Programme Based Budgeting (Contd)</u></p> <ul style="list-style-type: none"> • Capital budgeting models • Liquidity management and contingency funding plan • Budget process reforms <p><i>Senior Analyst/Analyst from Ministry of Finance and Economic Development</i></p>
12 15-1300 hrs	LUNCH
13 00 – 14 30 hrs	<p><u>Financial Management</u></p> <ul style="list-style-type: none"> • Financial statements, taxes, and cash flows • Financial management concepts and principles • Capital structure & Legal framework • Link between physical and financial data <p><i>Accountant from Treasury</i></p>
14 30 – 14 45 hrs	TEA BREAK
14 45 – 16 00 hrs	<p><u>Financial Management (Contd)</u></p> <ul style="list-style-type: none"> • Decision making in Financial Management • Funding and investment in the public sector • Financial planning and forecasting <p><i>Accountant from Treasury</i></p>

Day Two

09 00 – 10 30 hrs	<p><u>Financial Operations & Accounting</u></p> <ul style="list-style-type: none"> • Accounting framework • The essential role of good accounting records in Financial Operations • Accounting codes structure • Bank reconciliation <p><i>Manager/Assistant Manager from Finance Cadre</i></p>
10 30 – 10 45 hrs	<i>TEA BREAK</i>
10 45 – 12 00 hrs	<p><u>Financial Operations & Accounting (Contd)</u></p> <ul style="list-style-type: none"> • Accounting methods, Cash Accounting and Accruals • Accounting systems to provide information for project management purposes • Cash Management – Virement, Forecasting & variance analysis • Retrieve financial information from financial statements <p><i>Manager/Assistant Manager from Finance Cadre</i></p>
12 00– 13 00 hrs	<i>LUNCH</i>
13 00 – 14 30 hrs	<p><u>Auditing</u></p> <ul style="list-style-type: none"> • Roles and functions of National Audit Office • Definition of auditing • Objectives of auditing • Types of auditing • Roles and responsibilities of Auditors • Code of Ethics for Auditors <p><i>Auditors from National Audit Office</i></p>
14 30 – 14 45 hrs	<i>TEA BREAK</i>
14 45 – 16 00 hrs	<p><u>Auditing (Contd)</u></p> <ul style="list-style-type: none"> • The Audit Program and their purpose • Management's responsibility for control • Audit's responsibility regarding control • Investment Appraisal Methods <p><i>Auditors from National Audit Office</i></p>

Ministry of Civil Service and Administrative Reforms
Training Programme in Financial Management

Ministry / Department :

Title	Surname	Other Name(s)	Designation	Date of birth	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted on:.....by:.....

Name:Signature:.....