MAURITIUS INSTITUTE OF EDUCATION

POST : Assistant Financial Officer

SALARY SCALE : Rs 17375 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 - 32500 (MIE 20 – PRB 2016)

QUALIFICATIONS:

(a) Credit in five subjects including English Language, French Language and Mathematics at the Cambridge School Certificate level.
   
or GCE ‘O’ level equivalents.
   
or acceptable alternative qualifications.

Note: In lieu of ‘Credit’ in English Language, ‘Pass’ in English Language ‘Credit’ in English Literature or ‘Pass’ in General Paper at HSC level is acceptable.

   In lieu of ‘Credit’ in French Language, Pass in French Language + ‘Credit’ in French Literature is acceptable.

   In lieu of ‘Credit’ in Mathematics, ‘Pass’ in Mathematics + ‘Credit’ in Statistics or Computer Science/Studies or Principles of Accounts is acceptable.

(b) EITHER (i) Diploma in Public Financial Management and Accounting of the University of Mauritius.

   or ACCA Level I (new syllabus).

   or an acceptable alternative professional qualification.

   In addition two years satisfactory experience in the grade of Clerical Officer or Clerk/Typist.
OR (ii) LCC Certificate in Bookkeeping and Accounting (Intermediate Stage) or IBK Certificate in Bookkeeping (Final Examination)

or an acceptable alternative qualification.

In addition four years satisfactory experience in the grade of Clerical Officer or Clerk/Typist.

DUTIES:

To be responsible to the Finance Officer/Senior Finance Officer for the performance of the following duties:

1. To prepare payment of Salaries/Wages, Travel Grant, Travelling/Travelling Allowances, Overtime, Creditors, and all ‘Other Charges’ bills.

2. To write up Cash Book, make entries in Ledger and Journal, and maintain Books of Accounts, Records and Cards.

3. To prepare Bank Reconciliation Statement and Statistical and other returns.

4. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Assistant Financial Officer in the roles ascribed to him/her.