

# UNIVERSITE DES MASCAREIGNES

## SCHEME OF SERVICE FOR THE POST OF ASSISTANT FINANCIAL OFFICER

<b>Organisation</b>	Université des Mascareignes
<b>POST</b>	Assistant Financial Officer
<b>SALARY</b>	Rs 17375 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625- 23200 x 775 – 32500
<b>QUALIFICATIONS</b>	<p><u>NOTE 1</u></p> <p>By selection among candidates who -</p> <p>(a) possess a Cambridge Higher School Certificate with a pass at "Principal Level" in Accounting <u>or</u> passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Université des Mascareignes;</p> <p>(b) reckon at least four years' experience in Accounting and Finance Duties; And</p> <p>(c) are computer literate.</p> <p><i>Candidates should produce written evidence of experience/ knowledge claimed.</i></p> <p><u>NOTE 2</u></p> <p>Candidates may be required to sit for a written competitive examination conducted by the Université des Mascareignes designed to assess</p> <p>(i) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles, and any other relevant financial laws/regulations and their ability to apply them; and</p> <p>(ii) their potential and aptitude for financial work.</p> <p><u>NOTE 3</u></p> <p>Assistant Financial Officers may be required to follow appropriate courses to make them conversant with the latest development in the financial, IT and accounting fields relevant to their duties.</p>

DUTIES	<ol style="list-style-type: none"> <li>1. To assist the Financial Officer and the Senior Financial Officer in the discharge of their duties.</li> <li>2. To ensure that financial accounting and stores regulations, are complied with and the principles, procedures and practices in the Financial Management Kit are observed.</li> <li>3. To keep proper, complete and up-to-date books of accounts and other records of all financial transactions.</li> <li>4. To perform duties of cashier and ensure prompt collection of revenue, its control and safekeeping.</li> <li>5. To compute and effect payment such as wages and salaries, to personnel and to effect timely payment to suppliers/ stakeholders.</li> <li>6. To ensure that all the financial transactions are properly accounted for in accordance with basic principles of financial management and guard against irregularity and fraud.</li> <li>7. To ensure the correct financing of the University policy with all safeguards against waste and loss.</li> <li>8. To assist in the preparation and monitoring of Estimates.</li> <li>9. To ensure timely collection of revenue due to the University against targets and standard set by management and to ensure its control and safekeeping.</li> <li>10. To submit proper, accurate and timely returns as requested by the University and governing bodies.</li> <li>11. To provide assistance in the processing of audit queries related to financial issues.</li> <li>12. To perform duties related to the Pay As You Earn System of Taxation whenever required.</li> <li>13. To provide appropriate and accurate information and advice on matters related to accounting and financial operations and transactions.</li> <li>14. To use ICT in the performance of his duties.</li> <li>15. 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 Assistant Financial Officer in the roles ascribed to him.</li> </ol>
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