

SCHEME OF SERVICE

Jan 2011

Organisation: Civil Service Family Protection Scheme Board

Post: Accounts Clerk/Senior Accounts Clerk

Salary:

(PRB 2011) ~~Rs 19,850 x 325 - 21,475 x 375 - 22,225 x 400 - 23,425 x 525 - 26,050 x 675 -~~
~~Rs 12,300 x 300 - 13,800 x 400 - 15,000 x 500 - 16,000 x 600 - 22,600 (CFT 5)~~
Rs 27,400 x 825 - 35,650 x 900 - 37,450 x 950 - 42,200 x 1,300 - 43,500

Qualifications:

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Either

- (i) A pass at "Principal Level" in Accounting at the Cambridge Higher School Certificate together with at least two years' experience in finance/audit duties.

Or

- (ii) A pass in Accounting at Third level of the London Chamber of Commerce and Industry together with at least two years' experience in finance/audit duties.

Or

- (iii) A Certificate in Book Keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry together with at least four years' experience in finance/audit duties

OR

Equivalent qualifications to A and B above acceptable to the Board.

Candidates should also be computer literate.

A Certificate in Spreadsheet is desirable.

Candidates should produce written evidence of knowledge/experience claimed.

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Duties:

1. To assist the Senior Financial Operations Officer/Systems Supervisor in the performance of their duties.
2. To reconcile returns of contributions of Ministries/Departments/Parastatal Bodies with Treasury Statements.
3. To deal with all matters regarding contributors and pensioners including the registration of civil status documents and correspondence to and from contributors and pensioners.
4. To seek appropriate information relating to contributors from the Treasury.
5. To effect payments to beneficiaries.
6. To keep an up-to-date record of contributors and prepare claims for arrears.
7. To perform work related to finance including receipt of contributions and deposit of same at the Treasury.
8. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
9. To ensure that official records submitted by Ministries/Departments are safely kept.
10. To ensure that accurate returns are timely submitted and properly kept.
11. To make use of Information and Communication Technology in the performance of his duties.
12. 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 Accounts Clerk/Senior Accounts Clerk in the roles ascribed to him.



Date: 18 January 2011

Certified Correct

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms