

## PROPOSED SCHEME OF SERVICE

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**Organisation:** Mauritius Film Development Corporation

**Post:** Accounting Technician

**Salary:** Rs 23,950 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 41,250 QB 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 50,900 (MFDC 16)

**Qualifications:**

A. A Cambridge Higher School Certificate with passes in at least two subjects including Mathematics or Accounting or passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level".

B. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills)

OR

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

C. Candidates should –

- (i) reckon at least four years' post-qualification experience in accounting duties;
- (ii) be conversant with the computerised accounting software packages;
- (iii) possess good interpersonal and communication skills; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

### NOTE

Accounting Technician who completes the ACCA Fundamentals Examinations or possess an equivalent qualification acceptable to the Board will be allowed to cross the Qualification Bar (QB) in the salary scale of the post.

### Duties:

1. To be responsible to the Accountant and to assist in –
  - (i) the auditing, financial and accounting business of the Mauritius Film Development Corporation.
  - (ii) the preparation of the Annual Estimates and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) of the Mauritius Film Development Corporation in line with statutory requirements.
2. To be responsible for the following –
  - (i) to input and verify records;
  - (ii) to process payroll and make arrangement for payments of salaries and deductions;
  - (iii) to write cheques, seek signatures and ensure dispatch;
  - (iv) to collect and examine revenue and make remittances to Bank;
  - (v) to verify transactions through e-banking, compute interest payable on line of credit or loan and arrange for payment thereof;
  - (vi) to prepare cash flows, bank reconciliation, monthly Management Accounts and Returns to Government Agencies; and



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- (vii) to arrange for insurance cover and declaration of stocks.
3. To ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with.
  4. To prepare, monitor and control annual budget.
  5. To post and balance all entries in Books of Accounts and draw up monthly trial balances.
  6. To keep proper, complete and up-to-date records of all financial transactions.
  7. To assist in establishing, managing and monitoring financial reporting system.
  8. To verify and supervise the Bank Reconciliation Statement and other statements.
  9. To ensure that the monthly payroll submitted by the Human Resource Section is accurate.
  10. To check all stock returns submitted and prepared by the Finance Department.
  11. To scrutinise the accounting records of the MFDC's outstations on a monthly basis.
  12. To compute costs and variances and supervise the Debtors and Creditors' list monthly.
  13. To participate in management audit exercises and financial investigations.
  14. To inspect and investigate simple financial statements, records and documents and to report thereon.
  15. To submit draft reports and memoranda for inclusion in the final management audit reports.
  16. To train subordinate staff.
  17. To use ICT in the performance of his duties.
  18. 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 Accounting Technician in the roles ascribed to him.



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