

MAURITIUS FILM DEVELOPMENT CORPORATION
SCHEME OF SERVICE

Organisation: Mauritius Film Development Corporation

Post: Accounts Officer

Salary: Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 –
42200 x 1300 – 43500 (MFDC 14)

Qualifications: A A Cambridge Higher School Certificate with passes in Mathematics or Accounting obtained on one certificate 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)
Or
Equivalent qualifications to A and B above acceptable to the Board.

Candidates should also –

- (i) reckon at least two years’ experience in financial duties; and
- (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.
2. To collect, verify, analyse and record all financial costing data and prepare financial statements.
3. To maintain payroll, verify payment voucher, supporting documents and cheques before effecting any payment.
4. To compile schedules and information required for the preparation of statutory reports, annual estimates, final accounts and other reports as required.
5. To maintain a proper system of accounting to guard against irregularity and fraud.
6. To control and discharge expenditure and payments in compliance with regulations.
7. To ensure that all cash transactions are properly recorded and bank lodgements are made on time.



8. To guide and train subordinate staff.
9. To attend to audit queries on financial issues, produce materials for proper replies and take corrective measures as directed.
10. To exercise budgetary control and ensure the proper care and control of funds and stores.
11. To prepare and submit financial statements/returns as and when required.
12. To use ICT in the performance of his duties.
13. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounts Officer in the roles ascribed to him.

