

MAURITIUS INSTITUTE OF EDUCATION

Scheme of Service

- Organisation** : **Mauritius Institute of Education**
- Post** : **Assistant Financial Operations Officer**
- Salary Scale** : **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
(MIE 20 - PRB 2026)
- Effective Date** : **28 November 2023**
- Qualifications** : By selection from among officers in the grade of Clerical Officer/ Higher Clerical Officer and Clerk/ Word Processing Operator on the establishment of the Mauritius Institute of Education who:
- (i) reckon at least four years' service in a substantive capacity in their respective grade or an aggregate of at least four years' service in a substantive capacity in their respective grades.
 - (ii) have good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service; and
 - (iii) possess potential and aptitude for financial work.

Note 1

In the absence of qualified serving officers on the establishment of the Mauritius Institute of Education by selection from among officers in the Public Sector who-

- (i) possess a Cambridge Higher School Certificate with a pass at "Principle Level" in Accounting or passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education "Advanced Level"
- (ii) have at least four years' experience in finance/ accounting/ audit duties;

- (iii) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Sector; and
- (iv) possess potential and aptitude for financial work.

Candidates should produce written evidence of experience/ knowledge claimed.

Note 2

Candidates will be required to sit for a written competitive examination conducted by Mauritius Institute of Education designed to assess-

- (i) their knowledge of General Financial Procedures including basis principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles, and any other relevant financial laws/ regulation and their ability to apply them; and
- (ii) their potential and aptitude for financial work.

Note 3

Assistant Financial Operations Officers may be required to follow appropriate courses to make them conversant with the latest development in financial, IT and accounting fields relevant to their duties, payroll packaged or any other software in use at the Mauritius Institute of Education.

- Duties** : To be responsible to the Financial Operations Officer/ Senior Financial Operations Officer for the performance of the following duties:
- 1. To ensure financial operations are carried out in accordance with the instructions contained in the Financial Management Kit and other applicable legislation and circulars as may be issued.
 - 2. To assist on matters relating to financial management and operations.
 - 3. To prepare payment of Salaries/ Wages, Travel Grant, Travelling/ Travelling Allowances, Overtime, Creditors , and all 'Other Charges' bills.

4. To write up Cash Book, make entries in Ledger and Journal, and maintain Books of Accounts, Records and Cards.
5. To prepare Bank Reconciliation Statement and Statistical returns.
6. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud.
7. To provide assistance in the processing of audit queries related to financial issues.
8. To use Information and Communication Technology in the performance of duties.
9. 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 Operations Officer in the roles ascribed to him/her.

Note:

The Assistant Financial Operations Officer may be required to work outside normal working hours.