



UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

<b>SCHEME OF SERVICE</b>	
<b><u>Organisation:</u></b>	Le Morne Heritage Trust Fund
<b><u>Post:</u></b>	Accounting Technician
<b><u>Salary:</u></b>	Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900 (MHTF10) <b>*Salaries will be aligned to the National Minimum Wage and Salary Compensation 2024</b>
<b><u>Qualifications:</u></b>	<p>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”;</p> <p>B. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills);</p> <p style="text-align: center;"><b><u>Or</u></b></p> <p>Equivalent qualifications to A and B Above acceptable to the Board.</p> <p>C. Candidates should also –</p> <p>(i) Reckon at least two years’ experience in financial duties;</p> <p>(ii) Possess good communication and interpersonal skills; and</p> <p>(iii) be computer literate.</p> <p><b>Note:</b> To cross the Qualification Bar (QB) in the salary scale, Accounting Technician must complete the ACCA Fundamentals Examinations <u>or</u> possess an equivalent qualification acceptable to the Board.</p> <p>Qualification at A should have been obtained prior to Qualification at B.</p> <p>Candidates should produce written evidence of experience / knowledge claimed.</p>
<b><u>Duties:</u></b>	1. To be in charge of the Finance Division of Le Morne Heritage Trust Fund and advise on all financial matters.

2. To conduct the day-to-day running of the Finance Division (e.g preparation of journal and payment vouchers, trial balances, bank reconciliation statements, petty cash payments).
3. To establish, manage and monitor financial reporting system.
4. To perform duties related to taxation.
5. To set up and maintain control systems to monitor transactions carried out.
6. To prepare budget plans and cash flows.
7. To keep accounting records and books of accounts (e.g general and subsidiary ledgers.
8. To prepare / assist in the preparation of Annual Estimates of the Fund and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) in line with statutory requirements.
9. To maintain proper control on income and expenditure and the assets of the Fund (furniture, equipment, vehicle etc.).
10. To prepare and submit regular financial reports on income expenditure trends;
11. To ensure that the payroll and other disbursements in connection with the Fund's business are prepared and that all payments are effected in accordance with prevailing standing orders.
12. To ensure that finance, accounting and procurement and supply regulations are correctly compiled with.
13. To ensure a proper system of accounting to guard against irregularity and fraud.
14. To check the statistical data required by Ministries and other agencies.
15. To arrange for insurance cover and declaration of stock.
16. The Accounting Technician should attend Board and Committees meeting only on related matters where the Accounting Technician can help members to have a better understanding. The Accounting Technician may not have to attend full Board and Committee meetings;
17. To train subordinate staff.
18. To attend to audit queries on financial issues.

	<p>19. To use ICT in the performance of his duties.</p> <p>20. 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.</p>
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