

Local Government Service Commission Circular Note No. 31 of 2009

Vacancies for the Post of Assistant Financial Operations Officer

Local Government Service

Applications are invited from qualified serving officers in the grade of Clerical Officers/Higher Clerical Officer who wish to be considered for appointment as Assistant Financial Operations Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs. 12,300 x 300 - 13,800 x 400 - 15,000 x 500 - 16,000 x 600 - 22,000 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs 12,300 a month.

2. **Qualifications :**

By selection from serving officers in the grade of Clerical Officer/Higher Clerical Officers who hold a substantive appointment and reckon at least four years' service as from the date they joined service.

Candidate will be required to take a written competitive examination conducted by the Local Government Service Commission designed to assess:

- (a) the candidate's knowledge of General Financial procedures (including basic principles), Procurement Management, Internal Control and Internal Audit Principles and Practices and any other relevant financial laws/ regulations and his/her ability to apply them.*
- (b) His/her potential and aptitude for financial work.*

Note:

Assistant Financial Operations Officers may be required to follow appropriate courses to make them conversant with relevant computer accounting packages.

3. Duties :

1. To ensure that all transactions of the Local Authority are properly accounted for in accordance with basic principles of financial management.
2. To perform cashier duties.
3. To maintain a proper system of accounts and guard against irregularity and fraud.
4. To ensure that the principles, procedures and practices in the Financial Management Manual and departmental instructions approved by the Ministry are observed.
5. To submit proper, accurate and timely returns as requested.
6. To act as pay Clerk.
7. To issue receipts through the Cash Register/Computer for all monies received by the Local Authority and ensure that all payment receipts are properly classified.
8. To ensure that any cheque returned by bank or by post is reported to the Senior Financial Operations Officer/Head of Section.
9. To adopt proper procedures with respect to the handing over/taking over of cash/cheques to any other cashier.
10. To fill in properly all stubs for which no claim is presented by the payer.
11. To ensure that no money is cashed in cases of recovery for which legal proceedings have already started.
12. To ensure that no part payment is made without proper authority.
13. To effect petty cash payment while ensuring that no individual payment exceeds the authorized amount.
14. To maintain proper records of all petty cash payments, and to keep the petty cash book updated.
15. To keep proper, complete and up to date records of all financial transactions
16. To make use of IT in the performance of duties e.g to input data and

to extract financial report for management of information.

17. To use Information and Communication Technology in the performance of his/her 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 incumbents in the roles ascribed to them according to their postings.

4. Mode of Application

(i) Qualified candidates should submit their applications :

(a) either

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) or

online through the website of the LGSC at **<http://lgsc.gov.mu>** or through the Government Citizen Portal at **<http://citizen.gov.mu>**;

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call at the office of the Local Government Service Commission, where online facilities are offered, free of charge from 13.00 hours to 15.00 hours on weekdays.

Note 3: Acknowledgement of application will be made as far as possible by email.

Note 4: Candidates will be required to sit for a written competitive examination which will be held on **Saturday 27 March 2010**.

(ii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

- (iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Assistant Financial Operations Officer
Local Government Service”**

5. Closing Date

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him not later than 3.00 p.m on **22 December, 2009**.

IMPORTANT

- (i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

**Local Government Service Commission
Louis Pasteur Street
Forest Side**

Date: 08 December, 2009