

National Library

Scheme of Service

Post	Accounts Clerk
Salary:	Rs9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 (NL 7)
Qualifications:	A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate <u>or</u> a General Certificate of Education “Ordinary Level” with at least Grade ‘C’ in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.

NOTE:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A certificate in Book-Keeping at Intermediate Level from the London Chamber of Commerce.

OR

Equivalent qualifications to A and B acceptable to the National Library Board.

Duties:

1. To collect, verify, analyse and record all financial costing and budget data and prepare financial statements.
2. To prepare paysheets, vouchers and cheques for signature.
3. To dispatch cheques.
4. To carry out stock verification as instructed.

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5. To keep proper, complete and up to date records of all financial transactions such as cash books, ledgers and registers.
6. To deal with bookings for transports and to control the maintenance of vehicles.
7. To attend to banking transactions.
8. To assist in the preparation of returns.
9. To perform such cognate duties as may be assigned.