

National Library

Scheme of Service

Post: Accounts Officer

Salary: Rs13,000 x 400 – 15,000 x 500 – 17,000 x 600 – 17,600 (NL 11)

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts or a General Certificate of Education “Ordinary Level” with passes not below grade ‘C’ in at least five subjects including English Language, French and Mathematics/Principles of Accounts.

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 pass in Accounting at Third Level of the London Chamber of Commerce and Industry.

OR

Equivalent qualifications to A and B above acceptable to the Board.

Duties:

1. To compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts.
2. To maintain accounting records such as cash flow budgets and financial forecasts.
3. To review reconciliation and ensure smooth follow-up of outstanding items i.e bank reconciliation statement, prompt banking and payment.

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4. To prepare payroll and examine vouchers before payments.
5. To verify all accounting statements produced for statutory purpose and management.
6. To report on all internal audit matters and deficiencies and to propose remedial action.
7. To ensure proper safeguard and banking of revenue collected.
8. To monitor allocated budget for each item.
9. To perform such cognate duties as may be assigned.