



## MINISTRY OF FINANCE, NATIONAL PLANNING AND TRADE

### Finance Department – Treasury Section

#### 1. Senior Accountants (2 Posts)

- Monitor the examination process, cash/ cheque and revenue at the Central Bank hall
- Monitor and record all Grant accounts ensuring reconciliation with MDAs and respective bank accounts
- Assist in the disbursement of quarterly budget to autonomous bodies
- Assist in preparation of Annual Financial Statements and Government Finance statistics
- Monitors and ensure the submission of commercial accounts bank reconciliation by MDAs
- Manage returned funds, stale cheques and refunds
- Manage the Government banks accounts held with CBS
- Controlling all banking and operating systems and also managing the money transmission systems
- Authorizing daily transfers to banks to settle all payment vouchers submitted by line ministries
- Check and verify cash transactions; and also investigate and propose possible resolution for any discrepancies

#### **Recognized qualifications and requirements for the post**

- Candidate with ACCA Professional Level Member/Affiliate or equivalent Master's Degree in Finance plus five year's work experience will be appointed at B9 step 5
- Candidate with F1 to F9 plus the Professional Ethics Module and the Oxford Brookes University Research and Analysis or equivalent Degree in Accounting plus five years satisfactory work experience as Accountant will be appointed at B8 step 15 F9 plus the Professional Ethics
- Candidate with a relevant Advanced Diploma in Accounting plus six years as an Accountant will be appointed at B8 step 2

- Candidate with a Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting plus eight years as an Accountant will be appointed at B8 step 2

## 2. Accountant

### **Main Responsibilities**

- Supervise cashier's operations
- Supervise payroll and associated activities
- Monitors bank transfers and other non-cash transactions
- Maintain and manage all accounting records, logs, spreadsheets, and registers
- Monitor and control all imprests granted to MDA's
- Pursue dormant advances
- Manage all dishonoured cheques and seek the necessary recoupment from government debtors

### **Recognized qualifications and requirements for the post**

- Candidate completing F1 to F9 plus the Professional Ethics Module or equivalent Degree in Accounting will be appointed at B8 Step 10 subject to not being paid graduate allowance; or
- Candidate with F1 to F9 plus the Professional Ethics Module or equivalent Advanced Diploma in Accounting plus two years satisfactory work experience as an Assistant Accountant will be appointed at B6 Step 1;
- Candidate with a Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting plus three years as an Assistant Accountant will be appointed at B6 Step 1

## 3. Accounts Technicians (2 Posts)

### **Main Responsibilities**

- Enter data for each account codes to be reconciled and balance with the payroll
- Raise payment vouchers and revenue vouchers
- Reconcile data with Treasury General Ledgers on a monthly basis
- Check MDA's monthly reconciliations and effect correction if required
- Effect direct transfers to Central Bank of Seychelles when required

- Enter data in system for the reconciliation of control account for electronic transfers
- Reconciliation of cash books and bank statements

**Recognized qualifications and requirements for the post:**

- Candidate with a Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting shall enter at B4 step 3, or
- Candidate with a Diploma in Business Studies plus AAT Level 3 shall enter at B4 step 3; or
- Candidate with a Diploma in Business Studies plus AAT Level 4 shall enter at B4 step 5; or
- Candidate with 'A' level in accounting or Advanced Certificate in Accounting plus three years as an Accounts Assistant shall enter at B4 step 3

#### **4. Office Assistant**

**Main Responsibilities**

- Receiving incoming calls, attend to enquiries, advise and/or direct calls to the person concerned. In the absence of the person, redirect calls or take messages and ensure they are promptly relayed.
- Greet and welcome visitors/general public, assist them with their enquiries
- Notify staff promptly of visitors calling upon them
- Ensuring proper receipt and delivery of correspondence and mails
- Respond to queries from the Public and other Organizations

**Recognized qualifications and requirements for the post**

- Candidate entering with an Advanced Diploma in Office Management and Administration will enter at B3 step 1
- Candidate entering with a Diploma in Office in Management and Administration/Diploma Secretarial Studies/Certificate in Office Management (SIM)/Certificate in General Management plus competency certificate in typing or word processing or equivalent will enter at B2 step 14
- Candidate entering with a Certificate in Secretarial/Clerical Studies or equivalent plus two years satisfactory work experience will enter at B2 step 11
- Candidate entering with IGCSE in English plus at least three international technical modules certificates e.g. Office Procedure, Typing Certificates, Book-keeping certificates and at least 2 years satisfactory work experience will enter at B2 step 8
- Candidate entering with IGCSE in English with a demonstrated capability for undertaking clerical or secretarial work will be held against the post at B2 step 8. Additional O level/IGCSE French/DELF B1 is desirable.

Interested candidates are requested to forward an updated CV and copies of relevant certificates / references with a passport size photograph to:

**The Human Resources Section**  
**Ministry of Finance, National Planning and Trade**  
**Liberty House**  
**P O Box 313**

Or

**Email: [hr@finance.gov.sc](mailto:hr@finance.gov.sc)**

Closing date for all applications is **Tuesday 20<sup>th</sup> September 2022**. Only shortlisted candidates will be invited for interview.