

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

POST : Accounting Technician

SALARY : Rs 23,950 x 525- 26,050 x 675- 27,400 x 825- 35,650 x 900- 37,450 x 950 – 41250 QB 42,200 x 1300 – 46,100 x 1575 – 49250 x 1650 – 50,900

QUALIFICATIONS AND EXPERIENCE :

A. A Cambridge Higher School Certificate with passes in at least two subjects including Mathematics or Accounting **or** Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education ‘Advanced Level’

B. Passes in papers F1,F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills)

OR

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

C. Candidates should:

- (i) Possess analytical, communication and interpersonal skills.
- (ii) Be computer literate and fully conversant with computerized accounting systems.

Note

To cross the Qualification Bar (QB) in the salary scale, Accounting Technicians must complete the ACCA Fundamentals Examinations **or** possess an equivalent qualification acceptable to the Board.

DUTIES :

1. To be responsible to and assist the Accountant in the auditing, financial and accounting business.
2. To assist in the preparation of the Annual Estimates and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) in line with statutory requirements.
3. To ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with.
4. To prepare, monitor and control annual budget.
5. To post and balance all entries in Books of Accounts and draw up monthly trial balances.
6. To keep proper, complete and up-to-date records of all financial transactions.

ROSE BELLE SUGAR ESTATE BOARD

7. To assist in establishing, managing and monitoring financial reporting system.
8. To verify and supervise the Bank Reconciliation Statement and other statements.
9. To ensure that the monthly payroll submitted by the Human Resource Section is accurate.
10. To check all stock returns submitted and prepared by the Finance Department.
11. To scrutinise the accounting records.
12. To compute costs and variances and supervise the Debtors' and Creditors' list monthly.
13. To participate in management audit exercises and financial investigations.
14. To inspect and investigate simple financial statements, records and documents and to report thereon.
15. To submit draft reports and memoranda for inclusion in the final management audit reports.
16. To train subordinate staff.
17. To use ICT in the performance of his 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 the Accounting Technician in the roles ascribed to him/her.

Date: 7 June 2021