

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 14 OF 2018
VACANCIES FOR THE POST OF FINANCIAL OFFICER/SENIOR FINANCIAL OFFICER
IN THE LOCAL GOVERNMENT SERVICE

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from among incumbents in the grade of Office Management Assistants of the Local Government Service who wish to be considered for appointment as Financial Officer/Senior Financial Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 22575 x 625- 23200 x 775 – 32500 x 925 – 37125 x 1225- 40800 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 22,575 a month.

2. QUALIFICATIONS

By selection from among incumbents in the grade of Office Management Assistant reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Executive Officer and Office Management Assistant and who -

- (i) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Local Government Service;**
- (ii) possess good interpersonal and communication skills; and**
- (iii) possess good analytical and problem-solving skills.**

Note 1:

Candidates will be required to take part in a written competitive examination conducted by the Local Government Service Commission designed to assess -

- (i) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and**
- (ii) their potential and aptitude for financial work.**

NOTE 2

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates.

NOTE 3

Candidates should enclose photocopies of their National Identity Card and academic/technical/professional qualifications and, where applicable equivalence of qualifications and relevant documentary evidence of all experience claimed.

3. DUTIES

1. To be responsible for the accounting arrangements of the Local Authority.
2. Prompt collection of license fees, rates and other revenue payable to the Council and follow up outstanding balances.
3. To examine and certify all bills for payment in accordance with established norms.
4. To attend to audit queries on financial issues, to provide materials for the proper replies and to take corrective measures as directed.
5. To be conversant on financial and accounting business, including stores accounting.
6. To ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.
7. To assist in the preparation of and monitor Estimates and submit financial statement/returns as and when required.
8. To assist the Principal Financial Officer for the issue of Certificates and sending claims and reminders to rate payers and other debtors.
9. To keep Accounts Book and Registers for all departments of the Council.
10. To assist the Principal Financial Officer to investigate cases of complaint, fraud and irregularity.
11. To prepare and control all relevant input and output data.
12. To ensure a "Cause Book" for all cases entered in District Court.

13. To ensure legal action for recovery of all revenue and represent the Council in Court cases in connection with revenue and other financial matters as and when required.
14. To perform duties related to the Pay As You Earn System of Taxation/Tax Deduction at source whenever required.
15. To provide on-the-job training to officers working under his responsibility.
16. To assist the Principal Financial Officer for the monitoring of all insurance risks of the District/Municipal Council and to ensure that insurance claims are made and received.
17. To arrange with ratepayers licences and other debtors for the payment of all dues regularly.
18. To instruct Ushers and to ascertain that old warrants are not only properly served but followed up as prescribed in the Local Government Act.
19. To update the general rate system.
20. To be fully conversant with all financial regulations and computer procedures and to act accordingly.
21. To be responsible for the payment of salaries, wages, allowances etc. and deduction from salaries of all employees of the Council.
22. To be responsible for the computation of gratuity, pensions etc. of employees of the Council.
23. To keep proper records of salaries, passage credits, mileage credits and leaves.
24. To follow up and train employees of the section on the computerisation of salaries, wages, allowances, pensions etc.
25. To prepare statements of personnel etc. whenever required.
26. To be responsible for the safekeeping of cash, cheques, documents etc. of the Section.
27. To prepare and control all relevant input and output data of the payment computer system and master files.

28. To make enquiry and report irregularities and fraud detected whenever required.
29. To be responsible for the stamping of posters and tickets for cinema and occasional license.
30. To ensure that only authorised tickets are sold to spectators.
31. To prepare and submit weekly returns of entertainment taxes and poster fees collected from places of entertainment.
32. To ensure that all traders are in possession of valid licences issued by the Council.
33. To report to the Financial Controller cases of contravention of the Council (Levies and Licences) Regulations 1990.
34. To serve notice and prosecute contraveners of the above regulations.
35. To supervise the work of the section and maintain discipline.
36. To develop and maintain a high standard of efficiency in the section.
37. To attend Committees and meetings whenever required.
38. To make use of Information and Communication Technology in the performance of his/her duties and ensure compliance with computer procedures.
39. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Financial Officers/Senior Financial Officers in the roles ascribed to them.

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.govmu.org> or through the Government Citizen Portal at <http://lgsc.govmu.org>.

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 following address: <http://lgsc.govmu.org>

Note 2 Prospective candidates willing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

- (ii) Candidates are encouraged to submit their applications online.
- (iii) 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.
- (iv) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner for the post being applied for, as follows:-

“Post of Financial Officer/Senior Financial 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 pm on Thursday 22 March 2018**.

IMPORTANT

- (i) Qualifications/equivalence of 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 **not** be considered.
- (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:
 - (a) not to make any appointment following this advertisement; and
 - (b) to convene only the best qualified candidates for interview.

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 9 March 2018