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(19)

SCHEME OF SERVICE

Organization	Tourism Authority
Post	Accounting Technician
Salary	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900
Qualifications	A (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of accounts obtained at not more than two sittings <u>or</u>  (b) Passes not below Grade (C) in at Least five subjects including English Language, French and Mathematics or Principles of accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English language with at least Grade (C) in any two subjects or (ii) in six subjects including English Language with at least Grade (C) in any one subject <u>or</u>  (c) An equivalent qualification acceptable to the Board.

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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.
- C. Passes in at least four subjects at Part 2 of the ACCA Examinations (New Syllabus) or an equivalent qualification acceptable to the Board.
- D. Candidates should -
  - (i) be computer literate and well versed in IT and Financial Reporting; and
  - (ii) have good communication and interpersonal skills.




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Candidates should provide written evidence of experience claimed.

1. To be responsible to the Director for the proper running of the Finance Section of the Authority.
2. To advise the Board through the Director on all matters pertaining to accounting and finance as per the Tourism Act 2004.
3. To establish, manage and monitor financial reporting systems.
4. To advise on financial and accounting business including stores accounting.
5. To ensure that financial accounting and stores regulations are correctly applied and fully complied with.
6. To set up and maintain systems to monitor transactions carried out.
7. To prepare accounts, statements, invoices and other returns.
8. To prepare and submit financial statements/returns as and when required.
9. To prepare budget plans and cash flows forecasts.
10. To perform duties related to the Pay As You Earn system of Taxation as and when required.
11. To ensure prompt collection of revenue.
12. To arrange for the on-the-job training of junior staff.
13. To perform such cognate duties as may be assigned.



Certified Correct

  
for Acting Permanent Secretary  
Ministry of Tourism and Leisure

Date: 07 February 2005

MINISTRY OF TOURISM