

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST: RESOURCE PERSON(AACCOUNTING TECHNICIAN)(On a Contract basis of One Year)

FLAT SALARY: Rs 23,975

QUALIFICATIONS:

A. A Cambridge Higher School Certificate with a pass at "Principal Level" in 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 in at least four papers of the ACCA Fundamentals (Skills).

OR

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

- C. Candidates should –
- (i) have good knowledge of government financial and accounting procedures;
 - (ii) possess analytical , communication and interpersonal skills; and
 - (iii) be computer literate and be fully conversant with computerized accounting systems.

DUTIES : In respect of the Private Secondary Education Authority and Private Secondary Schools

1. To assist the Accountant in the performance of his duties
2. To maintain accounting records and assist in the preparation of annual financial Statements and other financial reports.
3. To prepare cash flow forecasts and assist in monitoring the cash flow position.
4. To process applications in respect of pensions, passage benefits and motor vehicle advances.
5. To assist in the validation exercise to ensure grants payable to Private Secondary Schools are used for intended purposes and make for disbursement as appropriate.
6. To examine and process payments including grants payable to schools and to effect transfers of funds in respect thereof.

7. To assist in the processing of payroll
8. To collect, verify, classify record and report on Financial & Costing data.
9. To prepare statistical data as required by the Authority.
10. To assist in the preparation of Budgets & Final Accounts.
11. To prepare monthly management accounts and return for the Authority.
12. To maintain Computerised Grants disbursement register
13. To use ICT in the performance of his duties.
14. 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 accountant/senior accountant in the roles ascribed to him.