PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : **INTERNAL CONTROL OFFICER**

SALARY : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500

QUALIFICATIONS : By selection from among serving officers in the public sector and Parastatal Bodies who hold a substantive appointment and who -

a) have successfully completed all papers of fundamentals (knowledge) and Paper F4 of Fundamentals (Skills)

or

b) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus)

or

c) equivalent qualifications to (a) and (b) acceptable to the Board

DUTIES : In respect of the PSEA and the Private Secondary Schools.

1. To conduct audit functions and investigations and to report audit findings and propose remedial actions.

2. To maintain adequate documentations and records of work performed including daily progress sheets.

3. To review audit reports and to ensure that the recommendations made on audit findings are satisfactorily implemented.

4. To examine and analyse Income and Expenditure Account and Financial Statements and Statement of Accounts of Private Secondary Schools.

5. To ensure that grants paid to Private Secondary Schools are being used for intended purposes.

6. To audit the finance, stores and other sites of the Authority.

7. To draft queries, memorandum or inspection reports arising out of the examination of the accounts, annual statements and report same promptly to the Authority.

8. To use ICT in the performance of his duties.

9. 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 Internal Control Officer in the roles ascribed to him.

NOTE   :   In case of force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.