RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SCHEME OF SERVICE

Post: Assistant Finance Officer

Salary: Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775-32,500 (RGSC 16)

Qualifications: By selection from among officers in the grades of Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator in the Public Sector who reckon at least four years’ service and who possess:

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 or

(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 or

(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 with passes in at least two subjects, including Accounting, obtained at “Principal Level” or Passes in at least two subjects including Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.
At least 2 years’ experience in accounting and finance duties in the public sector.

Possession of computer skills is desirable.

Candidates should produce written evidence of experience claimed.

**Note:**

Assistant Finance Officers may be required to follow appropriate courses to make them conversant with relevant computer accounting packages.

**Duties:**

1. To be responsible for:-

   (a) collection, verification, analysis and recording of all financial costing and budget data relating to preparation of financial statements;

   (b) preparation of pay sheets, vouchers and writing up of cheque for signature;

   (c) carrying out stock verification as instructed;

   (d) to keep proper, complete and up to date records of all financial transactions such as ledgers, Cash Books and registers;

   (e) ensuring timely collection of revenue and attending to banking transactions;

   (f) despatch of cheques;

   (g) assisting in the preparation and monitoring of Estimates;

   (h) providing assistance in the processing of audit queries related to financial issues; and

   (i) providing, where appropriate, proper and accurate advice on matters of accounting and finance.

2. To perform such cognate duties as may be assigned.