

SCHEME OF SERVICE

Organisation: Rajiv Gandhi Science Centre Trust Fund

Post: Assistant Financial Operations Officer

Salary: Rs 29245 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 (RGSC 19)

Qualifications: By selection from among officers in the grades of Management Support Officer, Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator in the Public Sector who -

- (a) reckon at least four years' service in a substantive capacity in their respective grade or an aggregate of at least four years' service in a substantive capacity in the grades of Management Support Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator; and
- (b) possess a Cambridge Higher School Certificate with a pass at "Principal Level" in Accounting 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 Rajiv Gandhi Science Centre Trust Fund.

NOTE 1

In the absence of qualified officers in the Public Sector, recruitment will be made by selection from among external candidates who possess -

- (a) a Cambridge Higher School Certificate with a pass at "Principal Level" in Accounting 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 Rajiv Gandhi Science Centre Trust Fund;
- (b) reckon at least four years' experience in accounting and finance duties; and
- (c) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE 2

Candidates will be required to sit for a written competitive examination conducted by the Rajiv Gandhi Science Centre Trust Fund 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 3

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

Duties:

1. To assist on matters relating to financial management and operations.
2. To ensure that financial accounting and stores regulations, are complied with and the principles, procedures and practices in the Financial Management Kit are observed.
3. To keep proper, complete and up-to-date books of accounts and other records of all financial transactions.
4. To perform duties of cashier and ensure prompt collection of revenue, its control and safekeeping.
5. To compute and effect payment of wages, salaries, etc. to personnel and to effect timely payment to suppliers/stakeholders.
6. To ensure that all the financial transactions of the Centre are properly accounted for in accordance with basic principles of financial management and guard against irregularity and fraud.
7. To ensure the correct financing of the Centre policy with all safeguards against waste and loss.
8. To assist in the preparation and monitoring of Estimates.
9. To submit proper, accurate and timely returns as requested by the Centre and governing bodies.
10. To provide assistance in the processing of audit queries related to financial issues.
11. To perform duties related to the Pay As You Earn System of Taxation whenever required.
12. To provide appropriate and accurate information and advice on matters related to accounting and financial operations and transactions.
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 Assistant Financial Officer in the roles ascribed to him.

