

---

## Approved Scheme of Service

**Post** : Accounting Technician

**Salary** : Rs 21950 x 625 - 23200 x 775 - 32500 x 925 - 36200 QB  
37125 x 1225 - 40800 x 1525 - 45375 (BA 20)

**Effective Date** : 29 November, 2017

**Qualifications** : By selection from among candidates who possess

1. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills) or any equivalent qualification acceptable to the Beach Authority.
2. Four years' post qualification experience in accounting duties.

**Note**

Candidates should: -

- (i) be computer literate
- (ii) produce written evidence of experience/knowledge claimed

**Roles and Responsibilities** : To be responsible for the Finance Section of the Authority

**Duties** :

1. To be responsible for the financial and accounting business of the Authority.
  2. To assist in the formulation of financial procedures and policies.
  3. To prepare annual financial statements or reports of the Authority.
  4. To ensure that financial accounting and procurement regulations are understood, correctly checked, applied and fully complied with.
  5. To process payroll and arrange for payments of salaries and deductions.
  6. To verify transactions through e-banking facilities offered by Banks.
-

7. To collect, verify, classify, record and report on financial and costing data.
8. To liaise with the parent Ministry on matters relating to the accounts of the Authority.
9. To be responsible for the preparation of monthly Management Accounts and returns to Government Agencies.
10. To ensure that annual Estimates of the Authority and annual Final Accounts in line with statutory requirements and standards are prepared.
11. To ensure that proper arrangements are made for the prompt collection of revenue.
12. To be responsible for the management of debtors and creditors, transfer of balances and inter bank accounts.
13. To ensure that cases of complaints, fraud and irregularity are investigated.
14. To be responsible for all matters relating to insurance.
15. To use ICT in the performance of his duties.
16. To maintain and keep up to date the computerised Fixed Asset Register.
17. 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 Accounting Technician in the roles ascribed to him.