

## STATE TRADING CORPORATION

### SCHEME OF SERVICE

Post : Accounting Technician  
Code : STC 23  
Salary : **Rs 21950 x 625- 23200 x 775- 32500 x 925- 36200 QB 37125 x 1225- 40800 x 1525- 45375**

Qualifications : By selection from among candidates who possess passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of the ACCA Fundamentals (Skills) or possess an equivalent qualification acceptable to the Board.

**Note:**

Candidates will proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.

Responsible : To The Risk and Treasury Manager/ The Financial Manager/  
The Audit Manager

Duties : (1) To prepare and examine vouchers.  
(2) To input and verify records.  
(3) To process payroll and arrange for payments of salaries and deductions.  
(4) To write cheques, seek signatures and ensure dispatch by Registry.  
(5) To collect and examine revenue and make remittances to Bank.  
(6) To verify transactions through E-banking facilities offered by Banks.  
(7) To compute interest payable on line of credit or loan and arrange for payment thereof.  
(8) To prepare and examine invoices, insurance and other claims.  
(9) To ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.  
(10) To maintain financial, costing and budget records.  
(11) To ensure correctness of payment vouchers including wages pay sheets.  
(12) To maintain salary records.

- (13) To submit and recover insurance, disburse money and other claims.
- (14) To request for proposals of rates from banks and to evaluate proposals.
- (15) To prepare cash flows for foreign currency Account and Mauritian Rupee Account.
- (16) To perform interbank and inter Account transfer for proper management of Treasury.
- (17) To arrange for insurance cover and declaration of stocks.
- (18) To prepare Bank Reconciliation Statement.
- (19) To effect electronic payments to authorized bodies.
- (20) To reconcile sales with returns from other sections.
- (21) To collect, verify, classify, record and report on financial and costing data.
- (22) To prepare monthly Management Accounts and Returns to Government Agencies.
- (23) To maintain record of commodity prices on international market.
- (24) To maintain computerized Fixed Asset Register.
- (25) To maintain data on cost items for pricing purposes.
- (26) To prepare statistical data required by Government and various agencies.
- (27) To assist in the management of debtors and creditors and transfer of balances and inter bank accounts.
- (28) To assist in the preparation of Budgets and Final Accounts.
- (29) To assist in the Senior Accounting Technician in the preparation of price schedules defined under the Consumer Protection (Control of price of petroleum products).
- (30) To perform IT related duties.
- (31) 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 Accounting Technicians in the roles ascribed to them.