

## STATE TRADING CORPORATION

### SCHEME OF SERVICE

- Post : Accounting Technician
- Code : STC 24
- Salary : **Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
- Qualifications : (i) A pass in all papers of Fundamentals (Knowledge) (formerly Part I of the ACCA) plus any four papers of Fundamentals (Skills) (formerly Part II of the ACCA)

**or**

Equivalent qualifications acceptable to the Board.

**Note:**

Candidates will be allowed to cross 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/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, dispatch 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 A/C and Mauritian Rupee A/C.
- (16) To perform interbank and inter A/C 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 above or related to the delivery of the output and results from Accounting Technician in the roles ascribed to him/her.

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