

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Accounting Technician
Code : STC 26
Salary : **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**

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.

PRB 2026