Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ASSISTANT FINANCIAL OPERATIONS OFFICER (AFOO)

The Early Childhood Care and Education Authority (ECCEA) a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology is inviting applications from qualified serving officers who wish to be considered for appointment as Assistant Financial Operations Officer (AFOO).

Qualifications:

Note 1

By selection from among officers in the Public Sector who -

(i) 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”;

(ii) Reckon at least four years’ experience in finance/accounting /audit duties;

(iii) Have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service;
(iv) Possess potential and aptitude for financial work; and 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 Early Childhood Care and Education Authority designed to assess -

(i) their knowledge of General Financial Procedures 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 Operations Officers may be required to follow appropriate courses to make them conversant with the latest development in the financial, IT and accounting fields relevant to their duties, payroll packages or any other software in use at the Early Childhood Care and Education Authority.

**Duties**

1. To ensure that all the financial transactions of ECCEA are properly accounted for in accordance with basic principles of financial management.

2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.

3. To ensure that the principles, procedures and practices in the Financial Management Manual.

4. To maintain a proper system, of accounts and to guard against irregularity and fraud.

5. To assist in the preparation and monitoring of Estimates
6. To keep proper, complete and up-to-date records of all financial transactions.

7. To be responsible to collect, verify, analyze and record of all financial costing and budget data relating to preparation of financial statements,

8. To ensure prompt collection of revenue, its control and safekeeping;

9. To prepare pay sheets, vouchers and writing up of cheque for signature.

10. To carry out stock verification as instructed, keep proper, complete and up to date records of all financial transactions.

11. To provide assistance in the processing of audit queries related to financial issues.

12. To effect payments on time.

13. To use ICT in the performance of his duties.

14. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme and contribution to the National Solidarity Fund.

15. To perform duties of cashier and to ensure timely collection and remittance of revenue.

16. 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 Assistant Financial Operations Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 900 a month.

**Note 4:**

“In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system”.

MODE OF APPLICATION:

1. Qualified candidates should submit their applications on the prescribed form that can be obtained on the website of the Early Childhood Care and Education Authority together with photocopies of their academic qualifications. The post of ‘Assistant Financial Operations Officer (AFOO)’ should be clearly marked on the top-left hand corner of the envelope.

CLOSING DATE:

Application Forms should reach the Director, ECCEA, 2nd Floor Le Windsor, Royal Road, Beau Bassin, not later than 3.30 p.m. on Thursday 07 September 2023. Applications received after the specified closing date and time will not be considered.

Application not made in the prescribed form will not be considered. The onus for the prompt submission of applications so that they reach the Director of the Authority in time lies solely on applicants.

Note:

1. Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate’s elimination.

2. Candidates should enclose photocopies of their academic as well as professional qualifications and provide relevant documentary evidence of experience claimed.

3. Only the best qualified candidates will be convened for an interview.

4. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.

15 August 2023

Early Childhood Care and Education Authority