

IRRIGATION AUTHORITY

SCHEME OF SERVICE

POST: **Senior Financial Operations Officer**

SALARY SCALE: Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 (IA 38)

QUALIFICATIONS: By promotion, on the basis of experience and merit, of officers in the grade of Financial Operations Officer having at least two years' service in a substantive capacity in the grade and who possess the following qualifications: -

- (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- (ii) A pass at the examination of Part II/Level II of one of the following bodies: -
 - (a) The Association of Chartered Certified Accountants;
 - (b) The Institute of Chartered Accountants of England & Wales;
 - (c) The Institute of Chartered Accountants of Scotland;
 - (d) The Institute of Chartered Accounts of Ireland;
 - (e) The Chartered Institute of Management Accountants;
 - (f) The Chartered Institute of Public Finance and Accounting.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Board.

Note: In the absence of qualified internal candidates of the Irrigation Authority, by selection from candidates possessing:-

- (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- (ii) A pass at the examination of Part II/Level II of one of the following bodies: -
 - (a) The Association of Chartered Certified Accountants;
 - (b) The Institute of Chartered Accountants of England & Wales;
 - (c) The Institute of Chartered Accountants of Scotland;
 - (d) The Institute of Chartered Accounts of Ireland;
 - (e) The Chartered Institute of Management Accountants;
 - (f) The Chartered Institute of Public Finance and Accounting.
- (iii) At least two years experience in financial duties.

- DUTIES:**
- (1) To prepare draft final accounts and assist the Accountant in preparation of Final Accounts;
 - (2) To monitor the approved recurrent estimates and to ensure that expenditure incurred are within budgetary limits;
 - (3) To control and monitor the collection of irrigation dues and other revenues of the Authority;
 - (4) To ensure that proper records and ledgers are kept and maintained up-to-date;
 - (5) To authorize disbursement of funds for recurrent expenditure;
 - (6) To maintain proper development expenditure records;
 - (7) To ensure that the fixed assets register of the organization are properly recorded and maintained;
 - (8) To supervise the staff of the Accounts Department;
 - (9) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Financial Operations Officer in the roles ascribed to him/her.

NOVEMBER 2021