



## *National Computer Board*

### SCHEME OF SERVICE

- Post:** Accountant
- Salary:** Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 (NCB 21)
- Qualifications:**
- A. A pass at the final examination required to membership of one of the following bodies:
- (i) The Institute of Chartered Accountants of England and Wales;
  - (ii) The Institute of Chartered Accountants of Scotland
  - (iii) The Institute of Chartered Accountants of Ireland;
  - (iv) The Chartered Association of Certified Accountants;
  - (v) The Chartered Institute of Management Accountants;
  - (vi) The Chartered Institute of Public Finance and Accountancy;
- OR**
- An equivalent qualification acceptable to the Board
- B. At least five years' experience in the management of financial resources out of which two years' should be after obtention of qualification.
- C. Proficiency in compute packages and spreadsheet.
- Candidates should produce written evidence of any experience/knowledge claimed.
- Duties:**
1. To be responsible for the general administration of the financial system
  2. To advise the Director on all financial matters
  3. To prepare draft for revenue and expenditure, final accounts, financial/accounting abstracts and other annual/periodical reports.
  4. To monitor procurement, revenue and expenditure, and advise on matters as appropriate.



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5. To devise an appropriate procurement system including purchase, inventory and issues.
6. To prepare the Annual Estimates and to produce Annual financial statements statutory returns and such other financial papers as may be required.
7. To be responsible for the supervision, control and training of the staff of the finance section.
8. To carry out financial planning and control and to prepare financial statements.
9. To prepare management reports in related areas.
10. To oversee finance related operations in the organization.
11. To provide assistance during audit exercises
12. To carry out investigations and submit comprehensive reports and recommendations, taking into account the Board's financial policy.
13. To supervise, control and report on staff under his responsibility.
14. To help in the planning and organization of seminars, exhibitions, workshops in the field of IT.
15. To perform such cognate duties as may be assigned.