

OUTER ISLANDS DEVELOPMENT CORPORATION

Scheme of Service

- Post** : Accountant/Senior Accountant
- Responsible to:** General Manager
- Salary Scale** : Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 -
46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 64,400 x 1800 –
69,800 (OIC 39)
- Qualifications:** 1. A pass at the final examination required for admission to membership of the following accounting bodies:-
- (a) The Chartered Association of Certified Accountants
 - (b) The Chartered Institute of Management Accountants
 - (c) The Institute of Chartered Accountants
- Duties :**
- 1) To prepare the Annual Recurrent and Capital Estimates of Revenue and Expenditures.
 - 2) To prepare the Final Accounts and such other financial/accounting data as may be required by the Board or the General Manager.
 - 3) To look after the day-to-day running of the Head Office Finance section including the supervision and control of the staff in the section. Exercising such control as may be effected from the Head Office on the financial management on the Outer Islands.
 - 4) To be responsible for ensuring that financial, accounting and stores regulations are understood, correctly applied and duly complied with.
 - 5) To advise the Board and General Manager about the types of financial ventures, controls and regulations etc. in relation to the administration of the Outer Islands.
 - 6) To work on the Outer Islands as and when required.
 - 7) To use ICT in the performance of his duties; and
 - 8) 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 Accountants in the roles ascribed to them.

