

18.11.1 THE TREASURY

- 18.11.1.1 The Treasury, operating under the umbrella of the Ministry of Finance, is responsible for supporting effective public financial management through the delivery of quality accounting, cash management and payment services. Its key roles are to maintain the accounts of government; prepare annual financial statements and monitor the cash flow positions of government so that adequate funds are available to meet government's payment obligations.
- 18.11.1.2 In addition, the Treasury operates as the Government's main payment centre and manages the dispensing of loans and passage benefits to Government employees, as well as the payment of public service pensions and other retiring allowances. Maintaining the Government Asset Register and acting as the custodian of the Government's main bank accounts also form part of its responsibilities.
- 18.11.1.3 The core activities of the Treasury are undertaken by officers belonging to professional and technical cadres and the latter, together with officers of the General Services grades, provide assistance to the Accountant-General who is the administrative head of the Treasury.
- 18.11.1.4 For this review exercise, request was, among others, made for the entry requirements of the grade of Accountant/Senior Accountant to be reviewed to cater for internal officers. However, it is noted that the serving officers can apply for this position provided they possess the required qualifications. Moreover, requests have also been made for the upgrading of salaries and provisions and allowances. As far as the creation of a grade of Senior Accounting Technician is concerned, this is examined hereunder.

Senior Accounting Technician (New Grade)

- 18.11.1.5 Management has averred that with the increase in number of Accounting Technicians over the years, an intermediate level is deemed essential to bridge the operational and supervisory gap between the Accounting Technicians and Accountant/Senior Accountants and provide adequate support in carrying out the accounting functions in an orderly and efficient manner. We are recommending accordingly.

Recommendation 1

- 18.11.1.6 We recommend the creation of a grade of Senior Accounting Technician. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Accounting Technician who reckon at least four years' service in a substantive capacity and have completed Part 2 of the ACCA examinations (New Syllabus) or possess an equivalent qualification.**

- 18.11.1.7 The Senior Accounting Technician would, *inter alia*, be required to: conduct research and investigations; assist in the preparation of financial statements and financial reports; attend to queries; maintain, reconcile and review accounting and other records; maintain and update Cash Books; ensure that applications in respect of public service benefits including pensions, passage benefits and car loan are processed promptly; and provide training and guidance to subordinate staff as well as oversee their work.

Treasury Voucher Records Cadre
formerly Treasury Voucher Room Operator Cadre

- 18.11.1.8 The main representations of staff side were centred towards a change in the job title coupled with an upgrading in salary and qualifications requirement of the Treasury Voucher Room Operator Cadre. In examining the newly filled in Job Description Questionnaires, the Bureau has observed that incumbents are performing certain non-manual duties and there has also been an evolution in the work of officers in the Cadre. We are, therefore, bringing the appropriate amendments to reflect same.

Recommendation 2

18.11.1.9 We recommend that:

- (a) the grades of Treasury Voucher Room Operator and Treasury Voucher Room Supervisor be restyled Treasury Voucher Records Clerk and Treasury Voucher Records Supervisor respectively;
- (b) henceforth, the post of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator* should be filled by selection from among candidates who show proof of having sat for the Cambridge School Certificate or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting or an examination of equivalent standard;
- (c) the scheme of service of the grade of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator* be amended such that incumbent would also be required to, *inter alia*, attend to queries through emails/memorandum from Internal/External Audit and other institutions; dispose obsolete bound volumes as per prescribed rules and guidelines as stipulated in the Financial Management Manual and the National Archives Act; and classify and retrieve strictly confidential payment vouchers upon request from higher authorities for audit purposes.; and
- (d) the scheme of service of Treasury Voucher Records Supervisor *formerly Treasury Voucher Room Supervisor* be amended such that incumbent would also be required to supervise the work of officers in the grade of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator*.

18.11.1.10 These elements have been taken into consideration in arriving at the salary recommended for the grades.

Abolition of Grade

18.11.1.11 Management has informed that the grade of Officer-in-Charge (Passages), which is currently vacant, would no longer be required given that the grade no longer aligns with the strategic objectives of the Department. **We are, therefore, abolishing this grade.**

THE TREASURY SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 116	Rs 166000 Accountant-General
01 103 106	Rs 114000 x 4000 - 126000 Deputy Accountant-General
01 082 099	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750 Assistant Accountant-General
01 077 094	Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Manager (Pensions)
01 064 094	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Accountant/Senior Accountant
01 070 090	Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Assistant Manager (Pensions)
01 070 087	Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 Senior Accounting Technician (New Grade)

Salary Code	Salary Scale and Grade
01 054 083	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 Accounting Technician
08 031 067	Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990 Treasury Voucher Records Supervisor <i>formerly Treasury Voucher Room Supervisor</i>
08 027 062	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Treasury Voucher Records Clerk <i>formerly Treasury Voucher Room Operator</i>
24 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver
24 021 052	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Stores Attendant
24 001 047	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 General Worker

