

## SCHEME OF SERVICE

**Organisation:** Sugar Insurance Fund Board

**Post:** Internal Control Officer

**Salary:** Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 (SIFB 11A)

**Effective Date:** 26 July 2023

**Qualifications:**

Candidates should:

(i) have successfully completed all papers of Fundamentals (knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations.

**or**

(ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus).

**OR**

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

Candidates should also –

- (i) reckon at least three years' experience in the field of Accounting and Auditing;
- (ii) possess good analytical skills;
- (iii) possess good interpersonal and communication skills; and
- (iv) be computer literate

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To carry out internal audit in the different departments of the Sugar Insurance Fund Board including outdoor work such as counter-verification of inspection of sugar cane fields in accordance with internal audit programme and procedures.
2. To maintain adequate documentations and records of work performed, including daily progress sheets.
3. To prepare and update working paper files.
4. To assist the Internal Auditor in the framing of internal audit programmes.
5. To report on internal audit findings and propose corrective measures.
6. To review internal audit reports and to ensure that the recommendations made on audit findings are satisfactorily implemented.
7. To ensure that financial accounting and stores regulations are correctly applied and fully complied with.



8. To use ICT in the performance of his duties.
9. 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 the Internal Control Officer in the roles ascribed to him.



**Date of Approval of Board  
26 July 2023**

