



OFFICE OF THE ACCOUNTANT GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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Ref No: TRY/A4 & B4/2019
OAGF/CAD/026/V.111/374

PS (GSO)
DATE 23/8/19

9th August, 2019

Handwritten notes:
DFA
DAM
Inch
SAM
2019

To:

- The Chief of Staff to the President,
- The Deputy Chief of Staff, Office of the Vice President,
- All Honourable Ministers / Ministers of State,
- The Secretary to the Government of the Federation,
- The Head of the Civil Service of the Federation,
- All Federal Permanent Secretaries,
- All Special Advisers/Senior Special Assistants,
- The National Security Adviser,
- The Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
- The Governor, Central Bank of Nigeria,
- The Chairman, Federal Civil Service Commission,
- The Chairman, Police Service Commission,
- The Chairman, Incomes, Salaries and Wages Commission,
- The Chairman, Code of Conduct Bureau,
- The Chairman, Code of Conduct Tribunal,
- The Chairman, Federal Character Commission,
- The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
- The Chairman, Independent National Electoral Commission,
- The Chairman, National Population Commission,
- The Chairman, Economic and Financial Crimes Commission,
- The Chairman, Independent Corrupt Practices and other Related Offences Commission,
- The Chairman, Federal Inland Revenue Service,
- The Chairman, National Drug Law Enforcement Agency,
- The Chairman, National Assembly Service Commission,
- The Clerk of the National Assembly,
- The Secretary, National Judicial Council,
- The Chief Registrar, Supreme Court of Nigeria,
- Secretary, National Judicial Council,
- The Auditor-General for the Federation,
- The Surveyor-General of the Federation,
- Heads of Extra-Ministerial Departments/Directors-General, Chief Executive Officers of Parastatals, Agencies and Government-Owned Companies,
- All Directors of Finance and Accounts,
- All Heads of Internal Audit,

**THE PRESIDENCY
SGF'S OFFICE**
21 AUG 2019 *23*
RECEIVED
SIGN *[Signature]*

**PERMANENT SECRETARY
(GSO)**
23 AUG 2019
RECEIVED
Sign:..... *[Signature]*

The Sub-Treasurer of the Federation,
All Zonal Coordinators, (OAGF),
All Heads of Accounts Divisions,
All Federal Pay Officers,

Entrance Examination for Admission into the Federal Treasury Academy (FTA) Diploma Programme in Public Financial Management (PFM)

The Federal Treasury Academy, (FTA) Orozo wishes to inform all Accountants/Auditors in the services of the Federal, States, and Local Governments that the Academy will conduct entrance examination for its Diploma Course in Public Financial Management for 2019/2020 Academic session as follows:

2.0 Entrance Examination

The entrance examination for the programme will take the form of a one hour, 50 multiple choice question paper in Basic Mathematics, English, Commerce and Accounting designed to test candidates' skills in numeracy, literacy and related areas necessary to ensure that they will be able to cope with the demands of the programme.

2.1 Entrance examination for the selection of qualified candidates into the Programme will be conducted as follows:

Date: Saturday, 21st September 2019

Time: 9.00 am.

Venue: Multipurpose Hall, FTA, Orozo
KM 16 Nyanyan – Karshi Road, Abuja

2.2 Eligible candidates will be issued with entrance examination slips from the Office of the Registrar, Federal Treasury Academy, Orozo.

3.0 The FTA Diploma in Public Sector Accounting and Finance

This is a two – year Full time programme leading to the award of the Federal Treasury Academy Diploma in Public Financial Management.

3.1 Eligibility for Admission

Interested candidates for this course are required to possess any of the following qualifications:

- i. National Diploma (ND) in Accounting/Business Administration or related courses; WASC/NECO/GCE O' Level or its equivalent with credit in 5 subjects; including English Language and Mathematics.

- ii. Officers not below GL.06 and possess the Accounting Technician Certificate of ICAN/ANAN are also eligible to apply.

3.2 Other Requirements

Prospective Candidates are to note that:

- i. All qualifications must have been obtained from approved institutions of learning and computer literate candidates will have added advantage.
- ii. Certificates submitted will be scrutinized/ verified and holders of fake certificates will be disqualified and reported to appropriate authorities.
- iii. Photocopies of certificates of all educational and professional qualifications of candidates should be attached.
- iv. Gazette publications or copies of letters of first appointment, confirmation and last promotion should be attached.
- v. The programme is a full time programme with **70%** mandatory class attendance.

3.3 Commencement

The programme will commence effectively in the Federal Treasury Academy, Orozo - Abuja, on Monday, ~~14th October~~, 2019.

4.0 Sponsorship

Ministries, Departments and Agencies will bear the cost of sponsoring their nominated candidates.

5.0 **Tuition and Accommodation fees** shall be applicable in future, pending the final recommendation of the education board.

6.0 Completion and Submission of Application Forms:

Application forms for admission can be obtained directly from the Office of the Registrar, Federal Treasury Academy, Orozo.

6.1 **Completed Application Forms** should be returned to the Office of the Registrar not later than Friday, ~~13th Sept~~, 2019.

7.0 Enquiries

For further enquiries, please ~~contact any of the~~ following: Registrar (08034733447), Program officer (08033838250).


Ahmed Idris FCNA

Accountant-General of the Federation

FEDERAL TREASURY ACADEMY, OROZO

Office of the Accountant-General of the Federation, Abuja

ADMISSION FORM FOR FTA's DIPLOMA IN PUBLIC FINANCIAL MANAGEMENT

Nomination Form

Affix one
passport
photograph
with gum, pls

Nominating Ministry/Agency:.....

Department:.....

Present Station:.....

Course Applied for: Diploma in Public Financial Management

Part I: Particulars of Officers Nominated

- [a] Surname:..... (Mr./Mrs./Miss)
- [b] Other Names:.....
- [c] Date of Birth:..... [d] Salary Grade Level
- [e] Substantive Rank and Date attained:.....
- [f] Date of First Appointment:.....
- [g] Date of Confirmation of Appointment:.....
- [h] State of Origin:..... Local Govt.....
- [i] Residential Address:.....
.....
- [j] Salary Grade Level:.....
- [k] Educational Qualifications:.....
.....
[attach certified copies of (c), (e), (f), (g), (h) & (k) above]
- [l] Previous Training Courses [if any] taken at the FTA, Orozo, and Dates:
.....
- [m] State Result [whether passed, failed or referred, and subjects]:.....
..... [Attach copies of results]
- [n] Contact Phone:.....
- [m] Email Address:.....

[m] Email Address:.....

Note:

Applicants should affix two [2] recent passport size photographs [4" x 4:], which must be duly certified by the Director of Finances and Accounts and attach at the space provided at the right corner of this form.

.....
Applicant's Signature

.....
Date

NB: Please note that your Ministry/Department/Agency will bear the cost of applicable and other incidental allowances of the nominated officer, in accordance with the Financial Regulations and Public Service Rules.

FOR OFFICIAL USE ONLY

**Affix one
passport
photograph
with gum, pls**

Exam No.:.....
Module:

Name:.....

Ministry/Department:

Date of Examination: Examination Time: 9.00am.

Official Stamp

.....

Registrar

NB: This slip must be produced in the Examination Hall

FEDERAL TREASURY ACADEMY, OROZO

Office of the Accountant-General of the Federation, Abuja

Entrance Examination Syllabus

1. MATHEMATICS

Multiplication and division of numerals, simple fractions, elementary percentage, metric system and decimals, areas and volumes, percentage, profit and loss, commission, square root and cube root, simple and compound interest, simple equations and simultaneous equation, matrices time series.

Factors: expansion of type $(x - a)(x + b)$, $(x^2 + ax + b)(cx + d)$; ratios, relative comparison of time and quantity, proportions, simple and compound interest, regression coefficient and correlations analysis.

Recommended Textbook

(Ordinary Level General Mathematics)

2. ENGLISH

Routine communication, narrative and descriptive essay, comprehension, paragraphing and Basic Tenses

Recommended Textbook

(A textbook on Basic English)

3. FINANCIAL ACCOUNTING

Accounting terminologies, concepts and assumptions, principles of double entry system, daybook including journals, ledgers, trail balance and balance sheet, non-trading organization, partnership (formation and final accounts) and preparation of bank reconciliation statement.

Recommended Textbook

(Financial Accounting made Simple Books I and II by Robert O. Igben.)

4. COMMERCE

Basic knowledge of Commerce and its terminologies.

Recommended Textbook

(Essential Commerce for Secondary Schools)