

- m) advise the responsibility center managers on a regular basis of their financial status;
- n) monitor the rate of inflation and amend the budget as required;
- o) monitor the number of positions approved for LES personnel at Posts;
- p) up-date the inventory of LES positions; and
- q) as required, check that Post budgets allow any intended hiring of LES staff.

11. The Headquarters Financial Advisers Section is tasked to:

- a) prepare guidelines for the preparation of the annual budget;
- x b) analyse the budgets submitted by Headquarters managers and evaluate them in terms dollars and P-Ys;
- x c) prepare the annual budget for the Department;
- d) control the entry of data concerning the annual budget in the MFS;
- e) resolve problems related to the budget and the allocation of resources;
- x f) reconcile the DSS financial reports with the FMS reports;
- g) correct the reports as required;
- h) provide financial reports to managers;
- i) monitor requests for advances;
- j) keep the Executive Committee advised of requests for advances; and
- k) prepare the Division budget.

12. The Financial Analysts Section is tasked to:

- a) ensure a liaison with DSS for the distribution of the Departmental Reporting System (DRS) financial reports;
- b) control all changes made in the financial system;
- c) ensure that the External Affairs financial system (FMS) is compatible with the DRS and other related systems;
- d) advise DSS of changes made in the FMS;
- e) modify the coding system as required;
- f) advise the DEC 20 operators of any coding changes;
- g) as required, provide amendments to the Financial Management Manual;
- h) monitor expenditures;
- i) prepare monthly reports on currency exchange rates;
- j) at their request, provide to managers reports on their financial status;
- k) produce reports indicating the status of LES personnel;
- l) study the departmental needs with regard to financial information systems and management;