

MAJOR FINANCIAL FUNCTIONS AT POSTS
UNDER SERVICE CENTRE CONCEPT

16

Post

Regional Financial Unit

1. Calculating price increases for Main Estimates.	1. Providing information and assisting in calculating price increases for Main Estimates.
2. Preparing post budget submission.	2. Providing information and assisting in preparing post budget submission.
3. -	3. Setting up post bookkeeping system.
4. -	4. Letter of credit administration and banking administration.
5. Requisitioning goods or services.	5. -
6. Certifying goods were received or services rendered.	6. -
7. -	7. Auditing of invoices and claims.
8. -	8. Maintaining the post bookkeeping system.
9. -	9. Preparing, signing and distributing cheques.
10. Provide information on the preparation of the payroll.	10. Preparing, recording and payment of payroll.
11. -	11. Preparing post financial return.
12. -	12. Reconciling post financial return with bank statement.
13. -	13. Issuing, recording, reconciling and controlling accountable advances.
14. -	14. Preparing financial management reports.
15. Preparing variance analysis reports.	15. Providing information and assisting in preparing variance analysis reports.
16. Financial forecasting	16. Financial forecasting
17. -	17. Budget/expenditure reporting to HQ's.
18. -	18. Responding to headquarters observations.
19. -	19. Responding to financial audit observations and recommendations.
20. Currency reporting	20. -
21. Collection of rent shares	21. Receiving, recording and remitting rent shares.
22. Financial administration of FSD's	22. Advising on financial administration of FSD's.
23. Collecting passport and consular fees.	23. Receiving, recording and remitting passport and consular fees.
24. Operating a petty cash account.	24. -