

DEPARTMENT OF EXTERNAL AFFAIRS

POSITION DESCRIPTION

POSITION: Head of Finance Division

DATE: May 31, 1968

ACCOUNTABLE TO: Director-General, Finance and Administration

Basic Function

The Head of the Finance Division is responsible for providing financial advice, guidance and support services to all divisions and posts of the Department. In doing so, he advises officers of the Department on financial policies and practices, and answers queries regarding their specific financial management problems; assists in the preparation of the program review and annual estimates submissions; supervises cash and revenue control and the maintenance of certain special purpose accounting records for the Department; monitors the accounting and reporting services provided by the Comptroller of the Treasury; and carries out special studies and performs related duties as required.

Principal Responsibilities

1. Assists the Director-General, Finance and Administration in providing advice and assistance to senior departmental officers on financial matters by:
 - assessing the financial implications of alternative courses of action
 - analyzing the effectiveness of current financial policies and procedures, and recommending revisions where necessary
 - assessing the seriousness of potential overspending and lapsing problems
 - seeking out sources of uncommitted funds to meet changes in plans or unforeseen contingencies.
2. Answers queries regarding the application of financial policies and regulations and also regarding the most appropriate disposition of financial management problems within responsibility centres.
3. Assists in the preparation of the program review submission by:
 - analyzing the financial implications of program and manpower plans as requested; and coordinating the financial forecasts for the Department based upon the approved manpower budget and utilizing per capita expense factors or other means of estimating, as appropriate