

DEPARTMENT OF EXTERNAL AFFAIRS

POSITION DESCRIPTION

POSITION: Director-General, Finance and
Administration

DATE: May 31, 1968

ACCOUNTABLE TO: Assistant Under-Secretary
(Administration)

Basic Function

The Director-General, Finance and Administration, is the chief financial adviser to the Under-Secretary and Assistant Under-Secretaries. He coordinates the carrying out of the annual program review and has overall responsibility for the preparation of departmental estimates. He is also responsible for the supervision of specialist staff engaged in the provision of advice and supporting services on property management, materiel management, financial, and organizational matters.

Principal Responsibilities

1. Advises on the financial implications of changes in government policy and proposed changes in departmental plans and activities
2. Coordinates, on behalf of the Assistant Under-Secretary (Administration) and the Senior Committee, the annual program review involving the following specific responsibilities:
 - ensuring that the steps involved in the program review are carried out in accordance with the prescribed timetable
 - reviewing cost figures developed for program review purposes by subordinate staff to satisfy himself as to their validity
 - drafting the program review submission to the Treasury Board and reviewing this with the Senior Committee
 - reviewing the program review submission with Treasury Board staff and explaining the reasoning behind the resources requested.
3. Directs the preparation of departmental estimates, involving the following specific responsibilities:
 - ensuring adherence to the prescribed timetable
 - reviewing the estimates prepared by the divisions under his jurisdiction, both with the division heads concerned and with the Assistant Under-Secretary (Administration)