

7. The Headquarters Accounts Section is tasked to:

- a) provide typing services for the Division;
- b) file all accounts payable;
- c) receive and distribute certain cheques issued by Supply and Services Canada;
- d) verify and administer the allowances for personnel abroad;
- x e) verify and administer payments for grants and contributions, for accounts payable to suppliers and for the goods and services received;
- f) ensure that payments to non Public Service consultants are in accordance with the contracts;
- x g) in accordance with Foreign Service directives, control, process, follow-up and liquidate advances for temporary duty, removals, relocations and other benefits for members of the Senate and representatives of information media travelling in Canada or abroad on Departmental business;
- h) ensure recovery of accounts to the Department;
- i) codify support documents of journal vouchers for auditing;
- j) prepare correspondence for auditors; and
- k) every month, pre-audit, process and deposit to bank accounts foreign service allowance payments.

8. The tasks of the Post Accounts Section can be grouped in two categories: those arising from statutory requirements (and therefore permanent) and those tasks arising from organizational considerations such as data processing systems and organizational structure (and therefore subject to change):

a) tasks arising from statutory requirements:

- x i) verifying accounts received from the Posts;
- ii) drafting observations arising from the audit of Post accounts;
- x iii) reconciling Post accounts with Post bank accounts;
- iv) verifying Post vouchers and monthly expenses;
- x v) controlling the entry of telegraphic data into the computer;
- vi) verifying that Posts have forwarded the supporting documentation with the status of their Post account and cash accounts;
- vii) providing training in financial administration as required for Canadian personnel proceeding abroad and for Headquarters personnel; and
- viii) providing training for LES accountants at the Posts.

b). tasks arising from organizational considerations:

- i) billing of other Departments and agencies for which External Affairs provides services;