

- obtaining all necessary vouchers and supporting documentation for the accounts,
- obtaining all necessary bank documents,
- finalizing and checking Financial Statement (form EXT 412-1 and 2) at the end of each month,
- collating the accounts, obtaining the necessary signatures and dispatching them to Headquarters.

(4) Provides financial services to the Post by: 10%

- examining estimate of fund requirements for withdrawals against Letter of Credit,
- preparing demand notes for the Bank for funds against official Letter of Credit,
- preparing request for telegraphic transfer of funds when required,
- ensuring that funds requested or transfers are received and deposited in proper accounts,
- arranging for deposit of all official revenue and refunds received or transmission to Headquarters as required in the Manual of Financial Management,
- providing other financial services to Post personnel, official visitors, etc., as instructed by his supervisor.

(5) Clears all incoming and outgoing shipments (personal effects, office supplies and equipment, furnishings and personal imports) by: 8%

- obtaining import and export permits as required,
- preparing necessary forms and papers,
- maintaining records of all tax-free imports and purchases from local bonded store by Canada-based staff.