

DEPARTMENT OF EXTERNAL AFFAIRS

POSITION DESCRIPTION

POSITION: Head, Post Accounts Section

DATE: May 31, 1968

ACCOUNTABLE TO: Deputy Head of Finance Division

Basic Function

The Head of the Accounts Section supervises a staff engaged in the processing of accounts submitted by the posts, to ensure they are complete, to determine types and sources of revenue, and to ensure that post financing is adequate; acts as a clearing house for observations raised by the Chief Treasury Officer; and carries out certain special duties in connection with emergency evacuations.

Principle Responsibilities

1. Supervises a staff in the carrying out of the following functions:
  - conducting a preliminary review of monthly accounts submitted by posts, to determine type and source of revenue, to ensure completeness of enclosures and supporting documents, and to determine adequacy of letters of credit
  - forwarding the accounts to the Chief Treasury Officer for audit, and maintaining a circulation record for each set of post accounts
  - answering observations raised by the Chief Treasury Officer or referring the observations to the appropriate Area Comptroller or headquarters division
  - preparing statistical reports on the progress of post accounts from date of receipt to date of completion and filing
  - determining experience pattern and areas of delay or tardiness, and reporting to supervisor for action to be taken.
2. Brings to the attention of the Deputy Head of the Division, and the Area Comptroller concerned, the necessity for revising a post's letter of credit, and makes whatever arrangements are required in this connection.
3. Recommends to the Deputy Head of the Division telegraphic transfers of funds as required, and carries out instructions to arrange emergency letters of credit and special cash parcels for possible emergency evacuations.