

SUGGESTED DIVISION OF RESPONSIBILITIESFINANCE AND MANAGEMENT SERVICES BUREAU

* Indicates new tasks proposed by the Task Force.

Introduction

1. In the report, the Task Force makes recommendations concerning the organization and responsibilities in each Division of the Bureau. This Appendix illustrates the impact that these recommendations would have on the Bureau. Tasks marked by an asterisk (*) are additional ones assigned to the section involved.

Accounting and Financial Services Division

2. This Division would consist of four sections instead of three. It would still be responsible to carry out the accounting function, but its training role would be formally recognized. The four sections would be:
 - a) Accounting Operations;
 - b) Headquarters Accounts;
 - c) Post Accounts; and
 - d) Financial and Accounting Training.*
3. The Division would continue to have an Assistant Director with unchanged responsibilities to:
 - a) provide general direction to the three section heads;
 - b) coordinate all matters related to personnel management in the Division;
 - c) coordinate financial training;
 - d) provide financial training for Post personnel with accounting responsibilities; and
 - e) carry out liaison with the departmental personnel staff.
4. The Financial Authorities Officer would retain his current responsibilities except those related to financial policy:
 - a) prepare financial authorities documents for signature;
 - b) maintain and up-date the schedule of official signing authorities;
 - c) analyse and compile data for the preparation of Public Accounts;
 - d) prepare replies to questions and correspondence of a financial nature;