

43.

- preparing the motor vehicle operation and maintenance report at the end of each month,
- completing voucher form EXT 289 and writing all cheques and obtaining the authorized signatures,
- sending or by distributing the cheques and obtaining receipts for all payments made,
- controlling payments from the cash account and from the petty cash advance and recording the appropriate information,
- receiving all revenues, refunds and other accepted funds, and issuing an official receipt.

(2) Assists in the preparation of the Post Annual Estimates and keeps records of expenditures on the Post Budget and other spending authorities by:

15%

- advising management on potential cost centres and of cost variations to be considered in preparation for the Post Annual Estimates or Supplementary Budget and special requests for spending authority,
- maintaining expenditure control data against Post Budget and other spending authority to provide the supervisor with up-to-date availability of funds information,
- preparing telegraphic input data for transmission to the Department at the end of each month,
- establishing a list of planned expenditures and firm commitments at the end of reporting months,
- preparing a Supplementary Budget Report in each reporting month, and other reports as required,
- preparing data for Post Budget Transfer at the end of reporting month,
- preparing data for control of operation and programmes budget for other departments.

(3) Provides accounting services to the Post as required by the Financial Management Regulations by:

10%

- recording all disbursements and receipt of funds in conformity with departmental procedures,