

- maintaining, and revising as required, coding and other financial manuals for use throughout the Department
 - ensuring that information on planned expenditures and other data supplied by the various responsibility centres for purposes of the monthly budget report is received and forwarded to the Chief Treasury Officer by a specified date each month
 - preparing financial encumbrances as required for cash control purposes
 - providing an internal accounting advisory service to all units of the Department, particularly with respect to any problems encountered in connection with coding and reporting systems
 - developing material to be used in the training of administrative personnel and assisting in the training of such personnel, as requested.
2. Advises and assists personnel in other responsibility centres, as requested, in connection with the preparation of their estimates, interpretation of expenditure trends and analysis of variances, development of planned expenditure or firm commitment figures, etc.
 3. Advises certain headquarters divisions that have special reporting requirements on the best way of meeting their needs in this respect.
 4. Periodically reviews the Department's coding and reporting system to ensure that it is revised, as required, to reflect any changes in organizational arrangements, reporting needs, expenditure breakdowns, etc.