

PRESENT DIVISION OF RESPONSIBILITIES
FINANCE AND MANAGEMENT SERVICES BUREAU

- x: Indicates those Tasks which would be reduced in scope or made easier by upgrading the quality of Post accounting and the data processing system.

INTRODUCTION

1. As the name of the Bureau indicates, its responsibilities are grouped two main categories: finances and management services. The details of these tasks as set out hereunder describe the actual work carried out in the Bureau as described by the Bureau Directors; these details are not always consistent with the official job descriptions. In fact, certain tasks set out in the official job descriptions are not being carried because of lack of resources (time, availability of staff, etc.).
2. The Bureau consist of three Divisions: Accounting and Financial Services; Resource Planning and Analysis; and Management Services. Each one is discussed in turn.

Accounting and Financial Services Division

3. This Division consists of three sections which carry out the accounting function for the Department. In addition, there is a Financial Authorities officer who reports to the Assistant Director. The sections are:
 - a) Accounting Operations;
 - b) Headquarters Accounts; and
 - c) Post Accounts.
4. To assist the Director in the administration of his Division, there is an Assistant Director whose position is rotational. The Assistant Director is responsible 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.
5. The Financial Authorities officer is tasked to: