

*DRAFT**POSITION DESCRIPTION**Administrator, House of Commons**General Accountability*

The Administrator is responsible to the Speaker of the House of Commons for ensuring that all financial, personnel and administrative services to the House of Commons and its members are developed and carried out with proper regard for economy, efficiency and operational effectiveness.

Nature and Scope

Because of the rapid growth of the House of Commons staff there is a need for the review and development of new policies, procedures and systems with respect to all administrative services functions including finance, personnel and general administration services. This will include implementing the recommendations of the recent comprehensive audit of the Office of the Auditor General and establishing organizations with the sensitivity and judgment to carry out these changes in an environment where close consultation with the Management and Members' Services Committee, the Commissioners of Internal Economy, the Management Committee and members of the House is essential. Consultations and negotiations may also be necessary with other organizations such as the Treasury Board and Public Service Commission where some form of new relationship may be of value in creating a more structured and controllable administrative environment.

Specific Responsibilities

Obtain a comprehensive understanding of the services needs of the members and, keeping in mind operational efficiency, develop plans for achieving Branch objectives through consultation with the Speaker and other members of the Management Committee.

Ensure that appropriate senior staff is in place and that the organizations necessary to carry out the mandate of the Administrator are quickly established, staffed and made aware of their program objectives.

Prepare a plan for the development of policies, procedures and systems in all areas under the jurisdiction of the Administrator.

Develop a financial and manpower budget and ensure that proper accounting and control systems are in effect.

Establish liaison with the heads of central agencies and other organizations to facilitate the establishment of appropriate relationships or in cases such as with the Public Service Commission and Treasury Board the possible negotiation of administrative arrangements.

Ensure that performance indicators are established wherever possible so that progress in achieving objectives can be monitored.

Provide guidance and advice to the Speaker, Clerk, Sergeant-At-Arms and Members in respect to personnel, financial and administrative matters.

Ensure that studies are carried out on economy, efficiency and operational effectiveness in any part of the House of Commons organization where appropriate and as agreed to by the Speaker.

Recruit and ensure the quality of senior personnel, both Contract and Permanent, for employment by the House.

Supervise directly the Comptroller and heads of Personnel, Members' Services and Publication Services.

*DRAFT**POSITION DESCRIPTION**Comptroller, House of Commons**General Accountability*

The Comptroller is accountable to the Administrator of the House of Commons for ensuring that financial and management policies, programs and systems are properly developed and implemented to support and control the activities of the House.

Nature and Scope

The need to improve financial control and accountability will necessitate the introduction of a complete program of policies, systems and procedures for financial planning, budgeting, reporting and controls. This may include discussions with central agencies such as the Treasury Board or Comptroller General where the possibility of working arrangements could be explored. The successful implementation of this program in the complex environment of the House of Commons will require a highly competent, creative and sensitive professional staff capable of establishing a model management and financial control organization.

Specific Responsibilities

Develop an appropriate organizational structure for his Branch and obtain the financial and human resources necessary for its successful operation.

Develop financial management policies and establish and promulgate procedures and systems to implement a complete and effective financial and management control system.

Plan and supervise the preparation and integration of program forecasts, main and supplementary estimates and budgets.

Establish effective systems for the monitoring, reporting and control of financial activities including a strong basic accounting system.

Provide statistical and cost and benefit analysis information in respect to major activities and operations.

Carry out studies of economy, efficiency and operational effectiveness in the Branch and in any area under the jurisdiction of the Speaker as directed by the Administrator.

Develop and maintain effective relationship with senior staff of the House of Commons and provide sound professional advice on financial management problems.

Participate in committee meetings to contribute to policy decisions on financial and other matters and represent the House of Commons with other organizations.

Supervises directly the Chief of Financial Planning and Analysis, Chief Accounting, Chief Systems and Procedures and Internal Auditor.