

## **FINANCE**

- **CHIEF FINANCIAL OFFICER STATUS FOR CHIEF OPERATING OFFICER**
- **CLASSIFICATION OF ACCOUNTS**
- **BUDGET PREPARATION AND CONTROL**
- **ACCOUNTING AND CONTROL OF EXPENDITURES, REVENUES, ASSETS AND LIABILITIES**
- **FINANCIAL REPORTING**
- **TRAVEL AND RELOCATION**
- **CONTACT REVIEW**
- **INTERNAL AUDIT STUDIES**
- **FINANCIAL TRAINING**
- **FINANCIAL INFORMATION SYSTEMS**
  - **ACCRUAL ACCOUNTING SYSTEM:** design, implementation, maintenance, recording, reporting, reconciliation
  - **CASH ACCOUNTING SYSTEM:** maintenance, recording, reconciliation (use of departmental system)
  - **POLICIES AND PROCEDURES MANUAL**

## **MATERIEL MANAGEMENT**

- **ACQUISITION AND DISPOSAL, SECURITY AND CONTROL, RECORDING AND REPORTING, REPAIR AND MAINTENANCE OF GOODS, SERVICES AND LEASED ACCOMMODATION.**