

DEPARTMENT OF EXTERNAL AFFAIRS

POSITION DESCRIPTION

POSITION: Head, Planning and Estimates Section

DATE: May 31, 1968

ACCOUNTABLE TO: Head of Finance Division

Basic Function

The Head of the Planning and Estimates Section supervises a staff of financial specialists who are responsible for the development of cost data to be used for program review purposes; the consolidation of departmental estimates; the preparation of periodic reports covering certain types of expenditures; the development and maintenance of coding and other financial manuals; and the development of improved financial procedures and reports.

Principle Responsibilities

1. Participates in, and supervises a staff engaged in, the following activities:
 - developing per capita figures and other cost data that can be used for determining approximate costs in connection with the annual program review
 - developing, and revising as required, the forms and procedures to be used in connection with the preparation of departmental estimates
 - developing estimates for those areas of expenditure controlled by the Finance Division and for which the Head of the Division is accountable
 - developing, in collaboration with the substantive divisions concerned, estimates for those areas of expenditure controlled by the Finance Division as a service to the substantive divisions
 - consolidating estimates submissions prepared by other responsibility centres into consolidated estimates for the Department as a whole
 - compiling departmental estimates support reference material, sometimes referred to as the "Estimates Black Book"
 - preparing periodic reports required by headquarters divisions who are not responsibility centres, covering certain types of expenditures in which such divisions have an interest