FINANCIAL ADMINISTRATION REQUIREMENTS AT POSTS*

1. Budget preparation
2. Ongoing budget monitoring and forecasting
3. Budgetary/commitment control and reporting
4. Maintenance of general ledger and subsidiary ledgers
5. Preparation of monthly post financial returns
6. Management report preparation, variance analysis
7. Financial advice/assistance, administration of foreign service directives
8. Banking relations
9. Letter of credit administration/cash management (incl. foreign exchange reporting)
10. Revenue accounting and control
11. Payroll maintenance for locally-engaged staff and liaison for Canada-based staff, e.g. pensions
12. Administration of and reporting for accountable advances
13. Invoice payment authorization and account coding
14. Payment processing on behalf of O.G.D.'s (incl. DND, CIDA)
15. Cheque issuance
16. Emergency payment facility/petty cash administration
17. Audit of revenues and disbursements (could be pre or post audit)
18. Responding to audit observations/recommendations
19. Bank reconciliations to post financial return
20. General office administration tasks (inventories, requisition of goods, etc.)

*The financial administration activities currently undertaken at posts correspond to this list of requirements with the exception of the audit function (#17) which is currently provided by headquarters; under a regionalization scenario, this function could be provided at the regional location.