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# FINANCIAL MANAGEMENT

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## CONTRACTING FOR SERVICES

4 hours

FI0219

This online course is intended for anyone involved in the procurement of services in the Department. The primary goal of this course is for participants to gain an understanding of how to apply government procurement legislation and policy, including government contract regulations (GCR), contracting limits and trade agreements thresholds to the competitive and non-competitive contracting routes. Participants will learn about preparing solicitation documents and the tools prescribed for use by the Departments. Throughout the course, participants are given the opportunity to apply what they have acquired or experienced on the job or learned during the course to their own departmental procurement situations.

**Population:** All employees involved with contract work

**Mode of Delivery:** Distance Learning - Self directed

## DELEGATION OF FINANCIAL SIGNING AUTHORITIES

20 minutes

FI0209

This tutorial provides an overview of the purpose and features of the new Delegation of Financial Signing Authorities Chart prepared by SMO, Financial Management and Accountability Policy.

**Population:** Employees that are being given or who currently hold signing authorities

**Mode of Delivery:** Distance Learning - Self directed

## FINANCIAL MANAGEMENT AT MISSIONS - PROCESSES AND CONTROLS

5 days

OM0015

This five-day course provides participants with an understanding of the departmental financial business processes that relate to managing a mission budget and the relationship that exists between the mission and SMFF/Foreign Operations and International Banking. Topics include: banking and signing authorities at missions, managing assets and liability accounts, LES Pay, cash accounts, collection of revenue at missions, pre-paid expenses and year-end procedures, accountable advances and recoverables.

**Prerequisites:** Financial Management at Missions - The Budget Cycle and Bank Reconciliation (M0008)

**Population:** Management Consular Officers

**Mode of Delivery:** Classroom

## FINANCIAL MANAGEMENT AT MISSIONS - THE BUDGET CYCLE AND BANK RECONCILIATION

3 Days

OM0008

This three-day course will provide participants with an understanding of the financial management cycle at missions. Topics include: budgeting, forecasting, the impact of currency fluctuations and inflation on mission budgets and the reporting relationship that exists between the mission and the Area Management Offices.

**Prerequisites:** Canada School of Public Service C339E: Essentials of Financial Management

**Population:** Management Consular Officers

**Mode of Delivery:** Classroom