

- analyzing the monthly Budget Reports to identify potential over-spending that may not have been detected by the managers of responsibility centres and groups, drawing such cases to the attention of the Director-General, Finance and Administration, and recommending corrective measures
  - drafting for the approval of the Director-General, Finance and Administration, submissions to Treasury Board requesting the transfer of funds between primary allotments.
9. Supervises the maintenance of accounting records and the preparation of reports within the Division with regard to those items of expenditure for which the Division is the nominal responsibility centre but for which the primary control responsibility rests with various substantive divisions.
  10. Supervises the staff of the Division engaged in the performance of the foregoing duties through a Deputy Head of Division and three section heads; assigns duties, explains requirements, establishes priorities and work standards, determines establishment requirements, appraises performance of staff and recommends disciplinary action as required.
  11. Maintains liaison with the Chief Treasury Officer and with his counterparts in other government departments having operations abroad in order to coordinate financial management practices and to resolve problems of common concern.
  12. Performs other related duties and carries out special studies as requested by the Director-General, Finance and Administration.