

MANDATES

FINANCE AND MANAGEMENT SERVICES BUREAU

The Bureau of Finance and Manager Services is responsible for all aspects of financial management including the allocation and utilization of resources and the provision of general management services and computer services to the Department in respect of Headquarters and all operations abroad.

The Accounting and Financial Services Division is responsible for directing the Department's expenditure accounting operations; directing the accounting and control of departmental revenue and accounts receivable; providing advice and guidance regarding the development, analysis, interpretation and revision of accounting policies, systems and procedures; directing the preparation of Public Accounts, Annual Reports and accounting information functions; directing the financial control of expenditures and advising and providing assistance and guidance to Headquarters Managers, Division Directors and Post Managers on all matters related to accounting operations and bank financing operations abroad.

The Resource Planning and Analysis Division is responsible for the design, development and operation of the Department's Financial Planning and Analysis System; for the analysis, preparation and presentation of the Department's Multi-Year Operational Plans, Main and Supplementary Estimates; for Departmental budget preparation, analysis and allocations and for the design, development, implementation and maintenance of world-wide financial and management information systems which are supportive to all aspects of management.

The Management Services Division is responsible for planning and providing a full range of management services to the Department, both at Headquarters and at Posts, including problem identification, analysis and problem solving in administrative and management problem areas in the fields of methods, procedures and organization; planning, analyzing, designing and implementing computer systems and providing computer services for all areas in the Department in Canada and abroad; and providing printing and publishing services for the Department including the editing and publication of manuals, circulars, booklets, etc. and forms design.

5. The Financial Authorities officer is tasked to: