

Project Terms of Reference

TITLE: Work Simplification Study-Personnel Budget and Finance Section.

BACKGROUND: The Budget and Finance Section (ADAF) of the Personnel Policy and Planning Division (ADA) is responsible for the preparation of budgets, financial forecasts, expenditure control, and financial advice for the Personnel Branch. Departmental salaries and benefits, Foreign Service Allowances, relocation costs, temporary duty travel, training, hospitality and related budgets are monitored by this Section. In addition, the Section has delegated responsibility under Section 26 of the Financial Administration Act for salaries and is responsible for preparation of the Salary and Foreign Service Allowance Costing Schedules for the Main Estimates.

The client contends that the present manual financial procedures and accounting techniques and practices do not enable the Section to respond to information requests in an efficient manner. Also contention is that procedures do not lend themselves to increased Section productivity or more detailed information reporting.

The Director, ADA, requested Management Services Division (MFS) to undertake a review of the ADAF financial procedures with a view towards determining improved methods and procedures, including the use of automation, to improve the operations and information reporting function of the Section.

Recognizing the extensive financial management implications, MFS undertook discussions with the Financial Planning and Analysis Division (MFR) and it was determined, with the concurrence of ADA, that the study be undertaken by a joint MFRS/MFSM project team (under the management of MFRS).

OBJECTIVES: The objective of the study is to identify, evaluate and document all ADAF operations and to make recommendations, including the possible use of automation, for an improved financial management and accounting system for the Personnel Branch. Specific areas to be studied are listed and attached to these terms of reference.