## 1. INTRODUCTION

This directive sets out the powers and duties of departmental Directors of Finance (or equivalent) and Regional Superintendents, Financial Management Board Secretariat (FMBS). Although Directors of Finance (or equivalent) and Regional Superintendents may delegate their powers and duties to other public officers in accordance with the *Financial Administration Act* and directives in this manual, they remain responsible and accountable for their powers and duties.

Directors of Finance (or equivalent):

a) support and advise Deputy Ministers, Regional Superintendents and program managers in order to promote effective and efficient financial administration; and,
b) perform departmental comptrollership duties as directed by the Financial Management Board and the Comptroller General.

Regional Superintendents, FMBS:

a) represent the Comptroller General in Government regions; and,
b) provide financial administrative services for departments in Government regions.

## 2. DIRECTIVE

2.1 Each Deputy Minister shall designate a Director of Finance (or equivalent) to direct, support, and advise staff in financial matters and to manage financial systems within the department.

2.2 The Comptroller General shall designate Regional Superintendents, FMBS, to be responsible for:

a) regional comptrollership and financial administration; and,
b) financial advice to regional offices.

## 3. PROVISIONS

3.1 Directors of Finance (or equivalent) and Regional Superintendents, FMBS shall have financial education and experience appropriate to the position or a direct report at a manager or assistant director level with the necessary education and experience. These positions or their direct reports shall maintain working knowledge of current developments in financial management and operations within their departments and regions. Continuing professional development and training are essential.

3.2 Directors of Finance (or equivalent) and Regional Superintendents, FMBS shall provide functional guidance to financial support staff.

Directors of Finance (or Equivalent)

3.4 The *Financial Administration Act*, regulations under the *Act*, and the directives in this manual set out detailed Director of Finance (or equivalent) responsibilities for the organization's operation and control of the accounting function of a department. The provisions of this Directive are not meant to be all encompassing but just to describe some of the main duties and functions including the following:

3.4.1 Provide Advice, Direction and Training

Directors of Finance (or equivalent) shall:

a) provide financial management and administrative advice and direction in accordance with Government legislation, policy, directives, and established procedures, to other managers and staff in their departments and in conjunction with FMBS regional offices to provide financial training;
b) provide advice on budget preparation, on the financial implications of proposed legislation, policy and programs and of planning and operating alternatives, to other managers and staff in their departments and regional offices; and,
c) ensure those with budgeting responsibility have the necessary documentation to discharge their responsibilities and that all departmental staff with financial responsibilities are properly trained.

3.4.2 Classification of Accounts

Directors of Finance (or equivalent) shall, in consultation with Program Managers in their departments, classify their departmental accounts within the coding structure of the Government's Financial Information System. Accounts must be classified so as to be suitable for use in planning, analysis and decision-making by Deputy Ministers, Regional Superintendents, and Program Managers.

3.4.3 Budget Preparation and Control

Directors of Finance (or equivalent) shall:

a) co-ordinate and assemble accurate financial data for use in preparing budgets;
b) assist in the preparation of departmental and regional guidelines for budget preparation, in accordance with annual Financial Management Board Secretariat instructions;
c) ensure that proposed budgets are submitted on time;
d) ensure that:
   (i) departmental and regional budget submissions are prepared in accordance with directives and guidelines;
   (ii) financial data are properly allocated and accurately presented, and,
   (iii) proposed budgets have supporting documentation (headquarters submissions should include regional supporting documentation where appropriate).

e) maintain records to ensure that budgets are not exceeded.

3.4.4 Financial Reporting

Directors of Finance (or equivalent) shall:

a) assist program managers in the design of simple, timely, accurate and consistent financial reports; and;
b) provide timely information and assistance (including annual reports from boards and agencies) for the preparation of the Public Accounts, as required by the Comptroller General and in accordance with schedules published annually by the Government Accounting Division, Financial Management Board Secretariat.

3.4.6 Accounting and Control for Expenditures

Directors of Finance (or equivalent) shall:

a) adopt accounting and internal control systems and methods prescribed by the Comptroller General;
b) ensure that systems meet the information requirements of Program Managers within their departments;
c) identify cost information needs and implement techniques to generate the information;
d) monitor inventories and other asset control systems;
e) maintain a record of the financial signing authorities of all staff within their departments;
f) act as the primary accounting officer/payment authority within their departments;
g) direct the design, implementation, and maintenance of financial administration systems and effective internal controls within their departments and regional offices;
h) ensure that financial manuals, directives, instructions and circular letters are kept current and distributed within headquarters as appropriate;
i) ensure proper commitment control records are kept;
j) monitor commitments, expenditures, appropriations, accounts receivables and revenues within their departments and take corrective action where necessary;
k) provide guidance on the organization and training of staff with financial responsibilities within their departments and in coordination with FMBS Regional Superintendents ensure appropriate financial training is delivered to regional office staff;
l) notify Banking and Investments, Department of Finance, of any expected significant cash disbursements, preferably at least two days before the disbursement is made; and,
m) obtain annual certification from Boards and Agencies funded by their department that FAM Directives are being applied in all instances except where FMB approved alternative directives exist.

3.4.8 Revenue collection, control, and accounting

Directors of Finance (or equivalent) shall monitor the collection and control of revenue and other receipts for the department and shall monitor revenue accounting to ensure the safekeeping of cash and other assets.

Regional Superintendents, FMBS

3.5 The *Financial Administration Act*, regulations under the *Act*, and other directives in this manual set out detailed responsibilities of Regional Superintendents, FMBS. The provisions of this Directive are not meant to be all encompassing but just to describe some of the main duties and functions including the following:

3.5.1 Provide Advice, Direction and Training

Regional Superintendents, FMBS shall:

a) advise Regional Superintendents of other departments on the financial implications of planning and operational alternatives;
b) advise regional Government staff on the financial implications of legislation, policy and programs proposed by the Financial Management Board Secretariat; and,
c) in consultation with Directors of Finance (or equivalent), provide administrative guidance on the organization and training of staff in regional offices of Government departments and where agreed upon deliver training, including year-end procedures and other types of financial training, which are government-wide in nature.

3.5.2 Budget Control

Regional Superintendents, FMBS shall maintain records to ensure that appropriations are not exceeded.

3.5.3 Accounting and Control for Expenditures

Regional Superintendents, FMBS shall:

a) maintain a record of the financial signing authorities of regional staff in all departments;
b) adopt accounting and internal control systems and methods prescribed by the Comptroller General and ensure that systems meet the information requirements of regional Program Managers;
c) ensure that financial manuals, directives, instructions and circular letters are distributed to regional departments and kept current;
d) exercise delegated commitment and payment authority on behalf of the Comptroller General;

e) notify Banking and Investments, Department of Finance, in advance of significant cash requirements; and,
f) maintain commitment control records to ensure that appropriations are not exceeded, monitor the free balance within an activity and advise the Director of Finance (or equivalent) and the appropriate Regional Superintendent when the remaining free balance remaining is or may possibly be over-expended.

3.5.4 Accounting and Control of Revenue

Regional Superintendents, FMBS shall monitor the collection and control of revenue and other receipts and shall monitor revenue accounting to ensure the safekeeping of cash and other assets in the region.