

## **COORDINATOR OF FINANCIAL SERVICES (C-2)**

The incumbent (coordinator of financial services) performs the collective attributions of the senior staff described before, in the following fields of activities:

- budget planning;
- budget and budgetary control (operation, investment and special-purpose funds);
- accounting systems and operations: invoicing, customer account, inflows, bank deposits, trade account payables, payment of costs, etc.;
- internal control: development of policies and internal control procedures, internal auditing and prevention of frauds;
- financial statements: annual financial report and record for the external auditors;
- payroll and the reports and remittances resulting from it;
- treasury, agreements with the formal banks;
- interpretation and application of the financial and fiscal considerations of the laws and regulations.