

## Administrative and Finance Division

### Functions:

Administrative functions comprise vital parts of an organization structure, helping the agency to manage resources and people in an efficient manner.

Financial management involves controlling expenditures and obligations (including operating expenses, debt and payroll).

The Finance functions are responsible for all the day to day transactional accounting. This will include the tracking of all transactions and the management of any government reporting.

The division is also responsible for management of the organization's cash flow and ensuring there are enough funds available to meet the day to day payments. This area also encompasses the credit and collections policies for the agency's clientele, to ensure the organization is paid on time and that there is a payment policy for the agency's suppliers.

Admin and Finance Division has four (4) sections namely; Human Resource, General Services, Budget and Accounting.