

## **Financial Affairs Directorate**

### **Tasks:**

- 1) Preparing the annual budget draft law for the Center, discussing the funded projects of the Center, and implementing the budget items according to the approved financial legislations.
- 2) Classifying the financial accounts in consistency with the activities of the Center and the financial system in coordination with the Ministry of Finance.
- 3) Organizing the accounts of the Center, monitoring spending and revenues, keeping the financial records, and preparing the financial position of the Center.
- 4) Opening and closing bank accounts and making the necessary financial transfers according to the laws and bylaws in force.
- 5) Preparing financial reports and bank settlements according to the bylaws and directives in force.
- 6) Analyzing the accounting results, working on auditing them and ensuring their validity, and preparing periodic reports on them.
- 7) Preparing and checking the disbursement documents of the different types (treasury, trusts, advances, other deductions, etc.).
- 8) Monitoring the allocations for all items of the budget of the Center.
- 9) Preparing monthly plans for all items of the budget of the Center.
- 10) Preparing the financial obligations and transfers in accordance with the applicable bylaws.
- 11) Preparing the monthly financial position of the Center with all budget items on a monthly basis.
- 12) Auditing financial claims (general budget and projects) in coordination with the concerned personnel in the directorates and conducting disbursement operations and the documentary cycle according to the financial regulations in force.
- 13) Preparing the financial positions of the projects operating in the Center.
- 14) Preparing and disbursing the rewards of all employees of the Center from the projects and monitoring them in accordance with the applicable regulations.
- 15) Following up the procedures of disbursement of the permanent and temporary advances and closing them in accordance with the applicable financial regulations, including:

- 15.1. Petty cash advances according to the financial bylaw.
- 15.2. Advances on the daily wages account (travel on official missions) according to the transfer and travel system and the applicable civil service bylaw.
- 15.3. Advance payments made on the accounts of the projects.
- 16) Preparing the annual plan for the implementation of the works assigned to the directorate and following up their implementation.

To this directory are affiliated the following departments and divisions, which perform the tasks entrusted to it:

- 1) Financial Audit Department.
- 2) General Accounting Department
- 3) Project Accounting Department