

Service Matters Department,
Office of the Head of Service,
Governor's Office,
Akure.

11 November, 2014

Circular Letter to:

The Chief of Staff to Mr. Governor,
The Senior Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Government,
Office of the Head of Service,
Chairmen of Commissions/Corporations,
Permanent Secretaries/Tutors-General/Administrative Secretaries,
The Clerk, Ondo State House of Assembly,
The Ag. Accountant-General,
The State Auditor-General,
The Auditor-General for Local Governments,
The Ag. Statistician-General,
General Managers/Heads of Non-Ministerial Departments.

**SCHEDULE OF DUTIES FOR DIRECTOR OF FINANCE AND
ADMINISTRATION [DFA] AND DIRECTOR OF ACCOUNTS [DA]**

In view of the reports reaching this Office on conflict in the job schedules of the Director of Finance and Administration [DFA] and Director of Accounts [DA], it has become pertinent to clearly set out the details of the job schedule of the two Departments as they currently exist in some Ministries, Departments and Agencies [MDAs].

2. Below are the job specifications of the Director of Finance and Administration [F&A] and the Director of Accounts in line with the Scheme of Service and extant official practices

[A] Director of Finance and Administration (DFA)

1. interpret and apply government rules and regulations.
2. participate in the formulation, execution and appraisal of government policies.
3. write proposals and reports on government contracts/projects.
4. prepare memoranda for presentation at EXCO.
5. supervise/procurement, distribution of materials and stores administration.
6. handle all personnel functions in the MDAs; Recruitment, posting, transfers, training, discipline, compilation and implementation of personnel estimates, among others.

7. manage issues relating to insurance of government properties.
8. serve as secretariat for Departmental and Ministerial Tenders Board.
9. serve as secretariat for management and committee meetings.
10. initiate proposals for disbursement of running grant.
11. serve as one of the main signatories to MDA's Accounts
12. project and allocate funds in conjunction with Director of Accounts, for consideration of Cash Allocation Committee.

[B] Director of Accounts [DA]

1. take charge of all receipts and payments
2. keep custody of all funds and public monies due and receivable in the Ministry.
3. supervise the accounts of the Ministry and its agencies.
4. disburse funds as approved.
5. ensure budget compliance and expenditure control.
6. coordinate rendering of monthly returns on expenditures and reconciliation of accounts.
7. prepare salaries and allowances of staff.
8. ensure that relevant and necessary books of accounts are kept.
9. serve as a member of Departmental and Ministerial Tenders Boards and advise on financial implications of contracts.
10. participate in preparation of annual budget estimates, in conjunction with relevant departmental heads.
11. provide input for disbursement of running grant.
12. serve as one of the main signatories to MDA's Accounts.

3. For the avoidance of doubt, it must be stressed that both the Director of Finance and Administration [DFA] and the Director of Accounts [DA] shall be the main signatories to the departmental accounts while the Accounting Officer shall sign the payment confirmation [bank schedules].

4. All Accounting Officers are to note the contents of this Circular and ensure strict compliance. Areas of doubt should, however, be referred to my Office for clarification.


Toyin Akinkuotu, Esq.,
Head of Service.