

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

4 May, 2022

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Deputy Chief of Staff to Mr. Governor,
The Secretary to the State Government,
State Commissioners/Special Advisers/DG PPIMU,
Chairmen of Commissions/Corporations,
Permanent Secretaries/Tutors-General/ Directors-General,
The Clerk, Ondo State House of Assembly,
The Chief Registrars of Courts,
The State Auditor-General,
The State Accountant-General,
The Auditor-General for Local Governments,
The Statistician-General,
General Managers/Heads of Non-Ministerial Departments,

**SERVICE-WIDE BIFURCATION OF FINANCE AND ADMINISTRATION
DEPARTMENT IN ONDO STATE PUBLIC SERVICE**

In furtherance of the present Administration's effort to reposition the Ondo State Public Service for effective service delivery in line with its REEDEMED Agenda, Mr. Governor, Arakunrin Oluwarotimi Akeredolu, SAN has approved the creation of Accounts Department from the existing Finance and Administration Department in all Ministries, Departments and Agencies (MDAs). While the Administrative Officers' Cadre will handle Personnel and Administrative Duties, the newly created Accounts Department to be manned by the professional Accountants, who in turn, will handle Accounting and Internal Audit Duties. The essence of the service-wide bifurcation is to further entrench accountability, and checks and balances in Government financial operations.

2 Consequently, the Schedule of Duties of the Finance and Administration Department and the newly-created Accounts Department are as follows:

(A) Finance and Administration Department

- i. interpret and apply Government rules and regulations;
- ii. participate in the formulation, execution and appraisal of Government policies;
- iii. prepare proposals and reports on Government contract/projects;
- iv. prepare memoranda for presentation at State Executive Council (EXCO) consideration;
- v. handle all personnel functions in the MDAs i.e. recruitment, posting, transfer, training, discipline, compilation and implementation of personnel estimates,

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- iv. prepare memoranda for presentation at State Executive Council (EXCO) consideration;
- v. handle all personnel functions in the MDAs i.e. recruitment, posting, transfer, training, discipline, compilation and implementation of personnel estimates, amongst others;
- vi. coordinate budget matters;
- vii. handle maintenance of MDA's physical Assets;

- viii. manage issues relating to insurance of Government properties;
- ix. serve as secretariat for Departmental and Ministerial Tender Board;
- x. serve as secretariat for management committee meetings;
- xi. initiate proposals for disbursement of running and sundry grants;
- xii. serve as one of the main signatories to the accounts of the MDA;
- xiii. project and allocate funds in conjunction with Director of Accounts for consideration of Cash Allocation Committee;

(B) Accounts Department

- i. take charge of all receipts and payments;
- ii. keep custody of all funds and public monies due and receivable to the Ministry;
- iii. supervise the accounts of the MDA;
- iv. disburse funds as approved;
- v. ensure budget compliance and expenditure control (Internal Audit Functions)
- vi. prepare monthly and final accounts and reconciliation;
- vii. prepare salaries and allowances of staff;
- viii. keep all relevant books of accounts;
- ix. serve as a member of Departmental and Ministerial Tender Board;
- x. participate in preparation of annual budget estimates, in conjunction with relevant Departmental Heads;
- xi. provide input for disbursement of running grant;
- xii. serve as one of the main signatories to MDA's Accounts;
- xiii. develop and install efficient accounting system for the MDA;
- xiv. advise the Accounting Officer on Audit and Public Accounts Committee's reports;
- xv. advise on general account matters of the MDA;
- xvi. ensure proper retirement of expenditures;
- xvii. render revenue returns;
- xviii. interpret Financial Circulars.

4. For the avoidance of doubt, it must be stressed that both the **Director of Finance and Administration** and the **Director of Accounts** shall be the main signatories to the Departmental accounts while the Accounting Officer shall sign the payment confirmation (bank schedule). The two Departments are expected to work together harmoniously.

- viii. manage issues relating to insurance of Government properties;
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- x. serve as secretariat for management committee meetings;
- xi. initiate proposals for disbursement of running and sundry grants;
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5. All Accounting Officers are to note the contents of this Circular and ensure strict compliance while clarifications, if any, be referred to the Office of the Head of Service.

