

TREASURY

ASSIGNMENT OF RESPONSIBILITIES (Effective 03 January 2019)

		DAG: Mr S. Annauth	
		Cash Management, Payroll and Public Service Benefits	
Core area of Responsibility	Government Accounting, Payments and IT Systems		
Key Responsibilities	<p>To assist the AG in the performance of his statutory duties and in the achievement of the strategic goals and objectives of the Treasury by-</p> <p>(a) overseeing the work of AAGs and ensuring that-</p> <p>(i) tasks are executed and actions are taken in a timely manner;</p> <p>(ii) targets are achieved ; and</p> <p>(iii) services are delivered, in an efficient and effective manner, in accordance with approved policies & procedures, rules and regulations;</p> <p>(b) managing the implementation of the accrual based accounting system for the government and ensuring achievement of targets set in the action plan (roadmap) relating thereto;</p> <p>(c) providing guidance on the entire process of the recording of the assets of the government in the Government Asset Register and ensuring that the Register forms a proper basis for the accounting of the assets of the government;</p> <p>(d) maintaining Government's COA, exercising control over the opening of accounts and creation of COA values in TAS, and ensuring that the COA is regularly updated and published on Treasury's website;</p> <p>(e) managing the internal audit process at the Treasury.</p>	<p>To assist the AG in the performance of his statutory duties and in the achievement of the strategic goals and objectives of the Treasury by-</p> <p>(a) overseeing the work of AAGs and ensuring that-</p> <p>(i) tasks are executed and actions are taken in a timely manner;</p> <p>(ii) targets are achieved ; and</p> <p>(iii) services are delivered, in an efficient and effective manner, in accordance with approved policies & procedures, rules and regulations;</p> <p>(b) managing the Government payroll process (HRMIS/Payroll) and ensuring the timely payment of salaries to government employees;</p> <p>(c) ensuring proper recording, maintenance and security of all Treasury assets (tangible and intangible) as well as the timely renewal of maintenance contracts;</p> <p>(d) ensuring that the procurement of goods/services/works by the Treasury are carried out in accordance with the PPA and Regulations; and</p> <p>(e) ensuring that the premises and work environment of the Treasury are in conformity with safety and health standards.</p>	
AAGs in team	Mr S. Ramparsad	Mr R. Kalleechurn	Mrs P. Govind
Core area of Responsibility of AAG	Government Accounts and Financial Reporting	Cash Management and Public Service Benefits	Government Payroll , Records & Claims

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	AAG (S.Ramparsad) Government Accounts and Financial Reporting	AAG (R. Kalleechurn) Government Payments & IT Systems	AAG (N. Rambajun) Cash Management and Public Service Benefits	AAG (Mrs P.Govind) Government Payroll , Records & Claims
Core area of Responsibility				
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure proper maintenance of government accounts / records (including Special Funds and Loans/Investments by the government) 2. To ensure timely preparation of Statutory Financial Statements of Government ,the Annual Report of AG and the Annual Performance Report of the Treasury 3. To ensure timely preparation and submission of withdrawal applications / audited Financial Statements to Funding Agencies 4. To ensure that activities/actions set out in the roadmap for the implementation of an accrual based accounting system for the government are completed within timeframes 	<ol style="list-style-type: none"> 1. To act as Treasury's CIO and coordinator for all dealings with external stakeholders on IT matters 2. To manage TAS and ensure- <ol style="list-style-type: none"> a. its efficient and effective operation and safety; b. the timely preparation and submission of required financial reports; and c. consistency of financial recording systems of government with the COA 3. To manage the Treasury's Payment Centre and to ensure that all payments of government are executed efficiently and in a timely manner 4. To act as website manager for the Treasury and ensure that the website is kept up to date at all times 5. To assist Mins/Depts with development and implementation of computerised financial systems and, where applicable, to ensure safe and effective interfaces with TAS 	<ol style="list-style-type: none"> 1. To monitor and report on the cash flow positions of government and to ensure that adequate funds are available to meet government's payment obligations in the most cost-effective way 2. To maintain a register of bank accounts held by the government and to process applications for the opening of government bank accounts 3. To manage the dispensing of public service benefits - Public Service Pensions, MV loans and Passage Benefits- in accordance with prescribed rules, laws and regulations 4. To ensure timely remittance of contributions in respect of the contributory pension/family protection schemes 	<ol style="list-style-type: none"> 1. To be responsible for the central processing of the Government payroll and to ensure timely payment of salaries to government employees 2. To keep the Motor Vehicle Accidents Claims Register and ensure timely processing/follow up of claims in respect of accidents involving government vehicles 3. To maintain the Register of Securities and to ensure securities are deposited with the AG in accordance with relevant enactments 4. To ensure that financial records are properly kept and disposed of in accordance with the FMM and the Archives Act