

## Generic Work Description

**Position Number:** EXT-  
**Position Title:** CSDP Account Payable Assistant  
**Position Classification Level:** LE-05  
**Effective Date:**  
**Mission:**  
**Supervisor Position Number:** EXT-  
**Supervisor Position Title:** CSDP Account Payable Supervisor  
**Supervisor Position Classification Level:** LE-07  
**Generic Decision Number:** 0000014563  
**Job Code:** 500414

**Summary:** Under the general supervision of Account Payable Supervisor, inputs and maintains data in DFAIT's financial management system (IMS); provides accounting and financial services to the client missions of the Common Service Delivery Point (CSDP); provides financial services to the managers and staff of CSDP client mission; manages information and accounts payable files; and performs other duties related to CSDP activities.

DUTIES
A. Inputs and maintains data in DFAIT's financial management system (IMS);
B. Provides accounting and financial services to the CSDP client missions
C. Provides financial advisory services to the managers and staff of CSDP client missions
D. Manages information and accounts payable files
E. Performs other duties related to CSDP activities.

### **A. Inputs and maintains data in DFAIT's financial management system by:**

1. Processing vendor/employee invoices in IMS for payment via electronic funds transfer (EFT or SPS), bank transfer, or cheque, ensuring that the proper budget and coding is used;
2. Performing data entry in IMS to record budget-related transactions not resulting in payment;
3. Producing and verifying cheques and other banking documents prior to signature by the Financial Management Officer or MCO;
4. Perform, as required, other IMS entries not related to accounts payables such as clearing asset & liabilities general ledgers.

### **B. Provides accounting and financial services to the CSDP client missions by :**

1. Developing and maintaining a comprehensive knowledge of relevant job related regulations and guidelines such the Financial Administrative Act (FAA), financial directives (e.g., travel directive, hospitality guidelines, FSDs), IMS software, and changes to coding structures of the Department;
2. Auditing invoices and expense claims (e.g. travel and hospitality) to ensure completeness, ensuring that authorization has been obtained and supporting documentation is attached, confirming that

goods and/or services have been received and that calculations are correct, ensuring expenses are in accordance with the FAA, departmental policies and procedures; and investigating and/or bringing inconsistencies to the attention of the Account Payable Supervisor;

3. Auditing and reconciling petty cash claims;
4. Verifying acquisition card expenditures, following up to resolve discrepancies; preparing required documentation for signature; and processing related payments;
5. Completing appropriate documentation and preparing financial instruments for payments/reimbursements, presenting them for signature of the Financial Management Officer or other delegated authority;
6. Performing other administrative task related to processing payable transactions.

**C. Provides financial advisory services to managers and staff of the CSDP client missions by:**

1. Acting as the initial point of contact for operational problem resolution and routine questions concerning accounts payable operations for portfolio clients;
2. Referring unusual problems or complex cases to the Accounts Payable Supervisor;
3. Explaining financial procedures and policies to portfolio clients and suggesting ways to improve their financial operation.

**D. Manages the information and accounts payable files by:**

1. Filing accounts payable documents, both hard and soft copies, and maintaining a well organised filing system in accordance with CSDP procedures.
2. Maintaining information registers such as signature card, various payment authorities, and other finance related document.

**E. Performs other duties related to CSDP activities.**

<b>Employee's Signature</b>	
Name of Employee	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Signature</span> <span>Date</span> </div>
<b>Supervisor's/Manager's Signature</b>	
This work description accurately describes the work assigned to this position.	
Name of Supervisor/Manager	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Signature</span> <span>Date</span> </div>

## Generic Work Description

**Position Number:** EXT-  
**Position Title:** CSDP Banking & Accounts Receivable Assistant  
**Position Classification Level:** LE-05  
**Effective Date:**  
**Mission:**  
**Supervisor Position Number:** EXT-  
**Supervisor Position Title:** CSDP Financial Control Officer  
**Supervisor Position Classification Level:** LE-08  
**Generic Decision Number:** 0000014562  
**Job Code:** 500413

**Summary:** Under the general supervision of the CSDP Financial Control Officer, inputs and maintains data in DFAIT's financial management system (FAS); provides accounting and financial services to the client missions of the Common Service Delivery Point (CSDP); provides financial services to the managers and staff of CSDP client mission; manages information, revenues and accounts receivable files; and performs other duties related to CSDP activities.

DUTIES
A. Inputs and maintains data in DFAIT's financial management system (FAS)
B. Provides financial advisory services to the managers and staff of CSDP client missions
C. Performs cashier functions at the CSDP host mission
D. Provides accounting and financial services to the CSDP client missions
E. Manages information and accounts receivable files
F. Performs other duties related to CSDP activities

### **A. Inputs and maintains data in DFAIT's financial management system by:**

1. Processing FAS entries related to fund increases (immigration, consular, employee reimbursement, SPA and other revenues) and fund transfers for all CSDP client missions;
2. Performing cheques encashment in FAS;
3. Performing data entry in FAS to record budget-related transactions not resulting in payment;
4. Perform, as required, other FAS entries not related to accounts receivable such as clearing asset & liabilities general ledgers.

### **B. Provides financial advisory services to managers and staff of the CSDP client missions by:**

1. Acting as the initial point of contact for operational problem resolution and routine questions concerning banking and accounts receivable operations.
2. Referring unusual problems or complex cases to the Banking and Accounts Receivable Specialist.
3. Explaining basic financial procedures and policies to clients and suggesting ways to improve their financial operation.

**C. Performs cashier functions at the CSDP host mission by:**

1. Receiving and issuing official receipts; ensuring funds collected are properly safeguarded and deposited into the mission's local bank account, forwarding Canadian cash and cheques to HQ (where applicable) and completing required documentation;
2. Completing bank deposits slips and ensuring funds are correctly credited to the mission's bank account; discussing discrepancies and problems with bank officers and/or referring the matter to the supervisor, as required to ensure timely resolution;

**D. Provides accounting and financial services to the CSDP client missions by:**

1. Developing and maintaining a comprehensive knowledge of relevant job related regulations and guidelines such the Financial Administrative Act (FAA), financial directives (e.g., Collecting revenues, Interdepartmental settlements, Receipts and deposit of money), FAS software, and changes to coding structures of the Department;
2. Preparing bank reconciliation for simple or low transaction volume bank accounts (such as immigration accounts)
3. Performing administrative task to support the acquisition card program and the CBS travel card program;
4. At host mission, providing guidance with local banking services for CBS and support LES travel card program;
5. Performing other administrative tasks related to banking and processing account receivable transactions.

**E. Manages the information, resources and banking and accounts receivable files by:**

1. Filing accounts receivable documents, both hard and soft copies, and maintaining a well organised filing system in accordance with CSDP procedures.
2. Maintaining information registers such as signature card, various payment authorities, and other finance related document.

**F. Performs other duties related to CSDP activities.**

<b>Employee's Signature</b>	
Name of Employee	<hr/> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p>
<b>Supervisor's/Manager's Signature</b>	
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Name of Supervisor/Manager	<hr/> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p>

## Generic Work Description

**Position Number:** EXT-  
**Position Title:** Contracting and Procurement Assistant  
**Position Classification Level:** LE-05  
**Effective Date:**  
**Mission:**  
**Supervisor Position Number:** EXT-  
**Supervisor Position Title:**  
**Supervisor Position Classification Level:**  
**Generic Decision Number:** 0000014679  
**Job Code:** 500433

### Organizational Context

This is a Common Service Delivery Point (CSDP) specific position reporting to a Contracting and Procurement Officer or other officer/manager located in CSDPs.

The CSDPs contracting and procurement teams are responsible for ensuring that a standardized and consistent approach is taken throughout the network.

### Key Activities

Under the supervision of the Contracting and Procurement Officer or other officer/manager, the incumbent is responsible for conducting and advising on basic materiel management, procurement and contracting activities for an assigned range of goods and services, for client missions.

### Responsibilities

1. Advises client missions on routine matters including the Department's materiel management procurement and contracting policies, processes and procedures and the basic application and interpretation of the Government procurement Regulations, under the supervision of the Contracting and Procurement Officer.
2. Researches, compiles, inputs, maintains data and enters Purchase Orders in departmental electronic systems, and prepares reports as appropriate; responds to service requests from client missions and in support of operations in a regional context. Under the direction of the supervisor, ensures all contracting files are "cradle-to-grave" complete with required documentation to ensure full compliance with contracting audit requirements.
3. Collects, scans, reviews and uploads received documentation into Departmental integrated automated financial and procurement systems as applicable. Prepares and submits forms on different systems and to different recipients as required.

4. Provides administrative support for the RCRB Secretariat including drafting routine documents, as needed, under the supervision of the supervisor.
5. Assists client missions in determining the most appropriate procurement option and assists in preparing invitations to tender, Requests for Proposal (RFP), Requests for Quotations (RFQ), Requests for Standing Offer (RFSO) and contract specifications, under the supervision of the Contracting and Procurement Officer.
6. Monitors contract progress, assists client missions in resolving routine procurement problems, with disputes between suppliers and clients. Refers more complex/contentious problems to the Contracting and Procurement Officer.
7. Supports supervisor with pre-tender briefings with the client Technical Authority and prospective contractors/suppliers to clarify plans, terms and conditions and specifications contained in RFPs, RFQs, and RFSOs.
8. Identifies and retrieves relevant evaluation samples for clients and liaise with HQ Center of Expertise; Review and advises on evaluation criteria to assess submitted bids/proposals using official templates and participates in consensus evaluation to select the contractor/supplier that represents the best value for money in accordance with pre-established evaluation criteria.
9. Supports the supervisor and the client missions in negotiations of contracts/standing offer agreements with contractors/suppliers within delegated authorities, including discounts, special delivery and milestone requirements, payment holdbacks, design change requirements and special clauses.
10. Provision of Supply Chain support services for updating and verifying Mission electronic records related to: receiving and shipping of goods; warehousing; storage; inventory and disposal of materiel assets, warranties; as well as fleet operation, use, maintenance, monitoring and reporting services for government vehicles.
11. Obtains required approvals and signatures to ensure compliance with procedures for all areas of responsibilities and maintain up-to-date data.
12. Contributes to the development and supports the implementation of new or improved systems, processes and procedures in accordance with the needs and priorities of the procurement and contracting framework.
13. Provides support in the administration and processing of procurement transactions.
14. Supports the work of Contracting and Procurement Officer.
15. Performs other duties as required.

### **Knowledge**

1. Materiel management, contracting and procurement policies, procedures and practices and life cycle management is required to plan and deliver services to clients.
2. Knowledge of contracting costing principles, cost benefit analysis and market research methods to provide materiel in a cost effective manner.
3. Knowledge of the methods, techniques and practices involved in the use of Departmental integrated automated systems, associated peripherals and software and systems is required to produce various reports and spreadsheets, presentations, correspondence and to update databases.
4. Communications (reading and writing) and negotiation skills are required to achieve the most effective contribution from contractors and the most favourable conditions in contracts

### **Intellectual Effort**

1. Effort is required to respond to colleague and client enquiries, to research and provide information, appropriate advice and guidance.
2. Effort is required to prepare and review reports, documents and summaries for clients and management's consideration and action.
3. Effort is required to analyse requests for services from the client missions and to alert management or officers to problem areas which may require their intervention.
4. Effort is also required to determine whether the context and complexities of requests for information falls outside the scope of existing guidelines, policies and procedures.
5. Physical effort is required to occasionally move boxes which will require stooping, bending and lifting.

### **Working Conditions**

1. There is exposure to stress when responding to multiple and concurrent demands and to deal with time pressure and tight deadlines.
2. There is exposure to stress when working with clients and suppliers.
3. Work is carried out in an open office environment. The work requires frequent sitting for long periods of time keyboarding and being exposed to the glare of a video screen.

<b>Employee's Signature</b>	
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## Generic Work Description

<b>POSITION TITLE:</b>	LES Human Resources Assistant - CSDP
<b>GROUP AND LEVEL:</b>	LE-05
<b>POSITION NUMBER:</b>	EXT-
<b>EFFECTIVE DATE:</b>	
<b>DIVISION/MISSION:</b>	Common Services Delivery Point (CSDP)
<b>SUPERVISOR'S POSITION TITLE:</b>	LES Human Resources Officer
<b>SUPERVISOR'S POSITION NUMBER:</b>	EXT –
<b>GENERIC DECISION NUMBER:</b>	0000014638

### **Organizational Context**

This is a Common Services Delivery Point (CSDP) Generic position reporting to the CSDP LES Human Resources Officer and is accountable for the provision of clerical and administrative support services to client missions in the assigned geographic area of responsibility.

Each CSDP LES HR team is responsible for adhering to established departmental procedures in order to ensure a standardized and consistent approach throughout the network.

### **Key activities and Client Service Results**

Provision of support services as it relates to mission human resources processes and procedures based on the legislative framework, local laws and practices, with a specific focus on HR functions related to LES recruitment and classification.

Provision of support services and guidance covering a wide range of LES human resources portfolio operations including liaison and consultation with employees, officials of other government departments and provincial government with foreign operations.

### **Responsibilities**

Under the general direction of the CSDP LES HR Officer:

- Provides clerical and administrative support services related to assigned HR services for client missions by receiving HR requests, creating and maintaining files, logs and coordinating requests for action.
- Provides logistical support to an HR officer in relation to identified HR functional responsibilities.

- Creates files, advertisements, reports, tools and results based on prescribed business processes using established departmental systems and procedures.
- Supports the development of new written tests tools/interview material and other recruitment assessment tools.
- Finalizes documents, such as Job Posters for Website/AMRIS/LinkedIn/other social media/specialist websites and as required for publication.
- Takes receipt of applications, screening for right to work, essential and rated requirements. Communicates with candidates throughout the recruitment process arranging, scheduling and administering written tests and interviews and advising managers on scoring and other related communication. Arranging interviews and responding to candidate queries and ensuring that all competencies are assessed via written test/interviews.
- Finalizes reports including obtaining appropriate signatures and assembling all relevant documents such as lists of qualified candidates; notifies candidates throughout the stages of assessment and of final outcome, takes up references for qualified candidates and advises hiring manager
- Provides administrative support to the client missions, selection board or other committees, by receiving requests, extracting appropriate documentation from files, preparing documentation for appropriate signatures, verifying that all required documentation is present and that files are completed.
- Prepares documentation for input and forwards to appropriate contact for subsequent action as required. Maintains CSDP and Virtual Classification Committee (VCC) files and follows up with clients when documents are missing.
- Compiles information, prepares reports, keep statistics and conducts research for review by the CSDP LES HR Officer, HR Manager, the CSDP Operations Manager and HQ.
- Utilizes AMRIS and other HR software systems related to recruitment, staffing and classification. Communicates software issues to outside organizations such as AMRIS or other software owners and develops resolutions to client access for the purposes of recruitment. Liaises with other CSDP to coordinate resolutions that have system change implications

## **Knowledge**

Broad knowledge of human resources is required in order to provide services and assistance; knowledge of the established departmental procedures and practices is also required.

Knowledge of the methods, techniques, and practices involved in HR business processes, the use of the AMRIS system, and other HR systems to input data, manage selection processes electronically, to produce various reports and spreadsheets, presentations and correspondence.

## **Intellectual Effort**

Effort is required to respond to client enquiries, to research information and provide appropriate responses or advice or to determine to whom the enquiry should be directed.

Effort is required to prepare and review reports, documents and summaries for clients and management's consideration and action.

Effort is required to analyse requests for services and liaise with client missions and Headquarters to ensure that requirements are met and to alert management to problem areas which may require their intervention.

Effort is also required to determine whether the context and complexities of requests for information falls outside the scope of existing guidelines, policies and procedures.

## **Working Conditions**

There is exposure to stress when responding to multiple and concurrent demands and to deal with time pressure and tight deadlines.

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