EXAMPLE TASKS FINANCE SCALES 6 TO 8

Disclaimer: This job family assumes that the preceding level has been fully mastered before tasks at the next level are carried out.

Employee E, scale 6	Employee F, scale 7	Employee G, scale 8
Results to be achieved: Accounting and financial-administrative support		
• Checks financial papers submitted (payment orders, invoices, etc.) for lawfulness, codes them for processing (source documents) in the accounting system and ensures timely payment; • Maintains the debtor and creditor records and receivables management, and checks that the subsystems/records reconcile with the general ledger; • Draws up reports on income and expenditure; • Provides information from the records on the budgetary scope still available for entering into commitments; • Provides information on rules, procedures, internal arrangements, etc.; • Provides information on the progress of ongoing financial-administrative matters; • Makes proposals for improving methods on the basis of practical experience.	• Supplies financial data for drawing up sub-budgets and multi-year forecasts; • Identifies differences between the budget set and the accounts submitted, discusses possible causes with the budget holders and makes recommendations for adjustment; • Collects and processes data for progress reports, makes recommendations on budget requests and records, and draws up financial reports for budget management purposes; • Contributes to drawing up key figures, accountability reports and the annual accounts; • Follows new developments in the field and makes improvement proposals in the financial-administrative area.	• Prepares the consultation on the financial consequences of (policy) plans submitted, surveys bottlenecks and discusses desired and/or necessary changes with budget holders; • Draws up key figures, accountability reports and management reports relating to the budget cycle; • Draws up (parts of) financial policy memoranda; • Sets up (sub)records in accordance with the information requirements, management guidelines and automation guidelines; • Coordinates and arranges the running of the financial records, including carrying out lawfulness checks; • After checking, recording and verification, authorises payments; • Identifies budget overruns or underspends and discusses possible causes with budget holders; • Oversees the implementation of the financial procedures as laid down in the administrative organisation and internal control (AO/IC), and makes proposals for amending them.
Results to be achieved: Budget process tasks		
• Collects the data for various cost items and draws up reports.	• Assists in drawing up the components of the annual accounts; • Draws up parts of the draft budget on the basis of the starting positions determined by the head of finance.	• Provides support in drawing up the draft budget, including the accompanying explanatory notes; • Prepares changes to the budget; • Draws up components of the annual accounts; • Provides explanations to auditors about ambiguities identified during checks in the financial and personnel records; • Makes proposals for budget changes, budget amendments, etc.