

DIVISION: CORPORATE GOVERNANCE

PURPOSE: To manage corporate governance services to the Legislature.

FUNCTIONS

1. Facilitate, co-ordinate and integrate the strategic planning of the Legislature.
2. Plan the finances of the Legislature.
3. Manage the finances of the Legislature.
4. Manage the internal audit services of the Legislature.

Executive Manager: Corporate Governance / CFO

Secretary

SECTION: STRATEGIC MANAGEMENT

PURPOSE: To facilitate, co-ordinate and integrate the strategic planning of the Legislature.

FUNCTIONS:

1. Facilitate strategic and business planning
2. Monitor and evaluate the attainment of strategic objectives.
3. Co-ordinate and integrate reporting on the attainment of strategic objectives

Senior Manager: Strategic Planning

Secretary

Manager: Planning and M+E

2 Senior Planning Officers
*Proposed Vacant
Proposed Vacant*
To address additional workload emanating from broadened mandate & to track progress

SECTION: FINANCIAL PLANNING AND ADVICE

PURPOSE: To plan the finances of the Legislature.

FUNCTIONS:

1. Undertake financial trends analysis.
2. Facilitate and co-ordinate the budget planning of the Legislature.
3. Provide financial advice to the Speaker pertaining to the Treasury function of the Legislature.
4. Perform budgetary control
5. Co-ordinate and integrate the financial reporting of the Legislature.

Senior Manager: Treasury

Secretary

Manager: Treasury
Proposed Vacant
Financial Planning & Advisory role

Senior Financial Officer
*Proposed Vacant
Funded Vacant*
Growing work load Financial Trend analysis, Budgetary planning

SECTION: FINANCE

PURPOSE: To manage the finances of the Legislature.

FUNCTIONS

1. Manage financial transactional services.
2. Provide expenditure control
3. Manage supply chain management services.

Senior Manager: Finance
Proposed Vacant
To appropriately manage the financial management Unit

Secretary
Proposed Vacant

SECTION: INTERNAL AUDIT

PURPOSE: To manage the internal audit service of the Legislature.

FUNCTIONS:

1. Oversee internal compliance audits by the external service provider
2. Oversee internal performance audits by the external service provider
3. Provide audit assurance to management and the Audit Committee.
4. Facilitate and co-ordinate risk management
5. Manage the Register of Members' Interests.

Manager: Internal Audit
Proposed Vacant
Manage Contract & interaction with Audit Committee Manage Oversight

Registrar of Member's Interest (SMI)
Proposed Vacant
Manage Members Affairs

