

**9. Assistant Director  
(Finance)**

- a. To be responsible for preparation of the revenue budget and shall assist the Director (Admn. and Finance) through the Deputy Director (Admn. and Finance) in all matters relating to budget, sanction, allocation of funds, re-appropriation, processing of demands, allocation of funds for different programmes under the Department of Social Services.
- b. To maintain liaison with the Ministry of Finance, controlling Ministry of the Department of Social Services and other concerned agencies in respect of budget and allocation of funds relating to the Department of Social Services.
- c. Any other duties as may be assigned by the Deputy Director/Director (Admn. and Finance).