

FINANCE CHIEF

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Finance Command Center: _____ Telephone: _____

Mission: Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the region's operational mission. Supervise the documentation of expenditures relevant to the emergency incident.

Immediate:

- Receive appointment from Incident Commander. Obtain packet containing sections Task Sheets.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain briefing from Incident Commander.
- Appoint Time Leader, Procurement Leader, Cost/Claim Leader; distribute the corresponding Task Sheets as required.
- Confer with Finance Leaders after meeting with Incident Commander; develop a section action plan.
- Establish a schedule for routine reporting periods.
- Establish a Finance Center in proximity to the Regional Operations Center (ROC).
- Ensure adequate documentation/recording personnel.
- Notify Executive Assistant with any changes to personnel within your section.

Intermediate:

- Approve a "cost-to-date" incident financial status report submitted by the Cost/Claim Leader as required, summarizing financial data relative to operational expenses.
- Obtain briefings and updates from Incident Commander as appropriate. Relate pertinent financial status reports to appropriate chiefs and unit leaders.
- Schedule planning meetings to include Finance leaders to discuss updating the section's incident action plan and termination procedures.

Extended:

- Assure that all requests for personnel or supplies are copied to the PIO/Communications Officer in a timely manner.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

TIME LEADER

Position Assigned To: _____

You Report To: _____ (Finance Chief)

Finance Command Center: _____ Telephone: _____

Mission: Responsible for the documentation of personnel time records. The monitoring and reporting of regular and overtime hours worked/volunteered.

Immediate:

- Receive appointment from Finance Chief.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain briefing from Finance Chief; assist in the development of the section action plan.
- Coordinate with Labour Pool Director.
- Meet with other section leaders to establish a schedule for routine reporting periods.
- Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the region's emergency incident response.
- Confirm that appropriate tracking is being done by all Facilities, Programs and Services.

Intermediate:

- Collect all time sheets / over time records from each work area for recording and tabulation as specified by the Finance Chief.
- Forward tabulated costs to Cost / Claim Leader as required.

Extended:

- Prepare a summary of personnel hours worked during the declared emergency incident.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

PROCUREMENT LEADER

Position Assigned To: _____

You Report To: _____ (Finance Chief)

Finance Command Center: _____ Telephone: _____

Mission: Responsible for administering accounts receivable and payable to vendors.

Immediate:

- Receive appointment from Finance Chief.
- Read Task Sheet and review organizational chart.
- Put on position identification.
- Obtain briefing from Finance Chief; assist in the development of the section action plan.
- Meet with other section leaders to establish a schedule for routine reporting periods.
- Ensure the separate accounting of all contracts specifically related to the emergency incident; and all purchases within the enactment of the emergency incident response plan.
- Establish a line of communication with the Materials Management Leader.
- Obtain authorization to initiate purchases from the Finance Chief, or authorized representative.

Intermediate:

- Forward a summary of accounting purchases to the Cost / Claim Leader as required.

Extended:

- Prepare a Procurement Summary Report identifying all contracts initiated during the declared emergency incident.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

COST / CLAIM LEADER

Position Assigned To: _____

You Report To: _____ (Finance Chief)

Finance Command Center: _____ Telephone: _____

Mission: Responsible for receiving, investigating and documenting all claims reported to the region during the emergency incident which are alleged to be the result of the incident. Responsible for providing cost analysis for the declared emergency incident. Ensure the maintenance of accurate records of incident cost.

Immediate:

- Receive appointment from Finance Chief.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Finance Chief; assist in the development of the section action plan.
- Meet with other section leaders to establish a schedule for routine reporting periods.
- Receive and document alleged claims issued by employees and non-employees. Utilize photographs or video equipment when appropriate.
- Obtain statements as quickly as possible from all claimants and witnesses.
- Enlist the assistance of the Safety & Security Officer where necessary.

Intermediate:

- Inform Finance Chief of all alleged claims as they are reported.
- Prepare a "cost-to-date" report for submission to Finance Chief as required.
- Document claims as per regional protocol.
- Inform all section chiefs of pertinent cost data, as directed by the Finance Chief or the IC.

Extended:

- Prepare a summary of all cost / claims reported during the declared emergency incident.
- Observe all staff, volunteers or clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____