

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry Portfolio
Supplementary Budget Estimates Hearing 2013-14
21 November 2013

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY

TOPIC: Finance Division

REFERENCE: Written Question – Senator Carr

QUESTION No.: SI-81

1. What are the roles and responsibilities of the Finance division in the Department of Industry?
2. How many FTE position are allocated to Finance division? Has this changed since 7 September 2013?
3. As at 18 September 2013, when the new Government was sworn in, provide a breakdown of actual headcounts, and provide the number of staff on on-going employment arrangements. Also please provide an up to date organisational structure for this division.
4. What programs is the Finance division in the Department of Industry responsible for?

ANSWER

1. The role of the Finance Division is to provide financial and budget services to the portfolio. The Finance Branch is responsible for the delivery and management of external and internal financial processes and reporting, including the preparation of the Financial Statements and the annual Budget, the management of the financial controls framework, cash and appropriations management and reporting, procurement and grants management, travel and fleet management, financial transaction processing and the provision of financial advice. The branch is also responsible for the support and maintenance of the department's financial management information system (FMIS) and the human resource management information system (HRMIS).
2. Finance Division was formed on 3 October 2013. As at 30 November 2013 the budgeted FTE was 98.
3. The Finance Division functions were incorporated within Corporate Division as at 18 September 2013. The actual headcount for Corporate Division at that date, incorporating the Finance Division functions, is provided in the response to SI-80. The organisational structure is provided at **Attachment A**.
4. Not Applicable.

