

## **Provision of Financial Service of Shota State Meskhia Teaching University of Zugdidi**

### **Article 1. General Provisions**

1. Financial Service (hereinafter referred to as – Service) of Shota Meskhia State Teaching University of Zugdidi (hereinafter referred to as – Teaching university) represents the auxiliary structural unit of a Teaching University.
2. The department is guided by the applicable legislation of Georgia, by the subordinate normative acts, the Statute of the Teaching University and the present Statute.
3. The department is accountable to the Rector of Teaching University and Head of the Administration of the University within the scope of his / her competence, performing the duties imposed by the Rector and the Head of Administration in accordance with the legislation.

### **Article 2. Service Fields of Work**

1. The duty of the Financial Service of Teaching University is to provide the students and staff of Teaching University with normal conditions for study, labor and scientific - job activities, to carry out accounting of financial and economic activity in full compliance with the applicable legislation based effective management of financial resources.

### **Article 3. The Main tasks**

1. The tasks of the Service are the following:
  - A) Organizational provision of financial accounting and reporting in the University system, complex and operational analysis of financial condition of the system based on accounting reporting, development and updating of financial policy, procedures, norms and rules of the university;
  - B) Participation in inventory taking and financial liabilities in order to ensure the authenticity of accounting-reporting data.

### **Article 4. The main functions of the Service**

1. The functions of the Service are the following:
  - A) Establishment of staff schedule and wage fund project of personnel invited due to the administrative, Academic and contractual basis in accordance with the workload.
  - B) Coordinate the process of accounting and reporting organization;
  - C) Preparation and submission of financial statements;
  - E) Develop proposals to regulate the budget process that define the general principles of drafting, reviewing, approving and implementing the Budget of the Teaching University, the separation of allocation of budgetary powers;

- F) Elaboration of the draft budget of the University for submission to the Head of Administration for approval at the Representative Council;
- G) Preparation of the adjusted budget project based on the need;
- H) Systematic control of the budgetary indicators;
- I) settlement with the budget according to the requirements of the Tax legislation;
- J) Ensure settlement with the Treasury, Tax and other organizations in accordance with the law.
- K) Prepare appropriate letters and order projects within the competence of the service.
- L) Involvement of financial services in the management and control system
- M) Determine the adequacy/compliance of the expenses incurred by the main sources of their cause;
- N) Maintaining budgetary expenditures and revenues within the limits of defined expenses. Receive the relevant permit from the Head of the administration in case of disregard of the limits of mentioned expenses;
- O) Ensuring the protection and productive use of assets of the Teaching University;
- P) Monitoring the costs and revenue on daily basis;
- Q) Determination and monitoring the compliances between the amount of salaries and the number of employees paid;
- R) Coordinated cooperation with the Head of the Teaching University Administration, with the financial management and control system, to ensure exchange of financial information, reporting, and budget formation/performance analysis;
- T) Compatibility of financial activities and financial Management and control system of the university;
- T) Timely preparation of documentation related to receivables and credits and implementation of relevant procedures;

## **Article 5. Structure and Management of Service**

1. The service is a subsidiary structural unit of the University and is guided by the Head of the department.
2. The Head of the Service is appointed/dismissed by the Rector with the recommendation of the Head of Administration. In case of absence of the Head of the Service (business trip, vacation, sickness) his duties shall be fulfilled by the person appointed by the legal Act of Rector and presented by the Head of Administration.
3. The positions defined by the Service Staff Schedule are as follows:
  - A) Head of the Service;
  - B) Chief accountant;
  - C) Accountant.

## **Article 6. Head of Service**

1. Head of Service:

Plans the work of the service, ensures the fulfilling the working style and methods, creating the necessary labor conditions

- B) Submits proposals to the Head of the Administration of the Teaching University for the purpose of termination of employment relations, staffing units, staff personnel, disciplinary liability, and disciplinary responsibility;
- D) Ensures and is responsible for the protection of law and confidentiality in the activities of the university.
- E) Considers the correspondences and decisions within the scope of the established rule, signs the informative letters that are the subject of the activity of the service;
- F) Is responsible for the protection of internal regulations and disciplines.
- G) Implementing the functions and tasks defined by this provision, administrative-legal acts of the university within its competence.
- H) Report to the Head of the Administration in oral / written form once a month;
- I) Prepares the relevant letters and order projects within the competence of the service.
- J) Directly communicate with the Ministry of Education and Science of Georgia, Tax authority, treasury. At the end of each calendar day, notifies the head of the Administration and Rector on the financial results.
- K) Establishes a draft schedule for the staff members invited due to the Academic, Administrative and support staff of the university to submit to the Head of the Administration.
- L) Monitors and is responsible for the legitimacy of the activity of the Service with the Chief Accountant and an Accountant.
- M) Prepares monthly, quarterly and annual financial statements.

#### **Article 7. Chief Accountant**

1. The rights and duties of Chief accountant are determined by the legislation of Georgia and the present statute:

- A) Carries out all accounting operations;
- B) Maintains all kinds of accounting documents.

2. The main accountant shall:

- A) obtain, examine and analyze primary accounting documents;
- B) carry out the obligations related with Revenue Service, other operations with treasury and bank institutions as agreed with the Management of Teaching University
- C) to ensure the accuracy and security of monetary operations.
- D) Prepare the payroll
- E) Prepare statistical data.

#### **Article 8. Accountant**

1. The duties of the Accountant are the following:

- A) Keep and monitor the inventory materials, including the creation of the cards of fixed assets.
- B) Maintaining and monitoring of student cards.
- B) Monitoring the fees paid by students in accordance with the contract concluded with the Teaching University.
- C) All types of accounting documents are done together with the Chief Accountant.
- D) Prepare the payrolls together with the Chief Accountant.

- E) Prepare statistical data together with the Chief Accountant.
- F) Preparing documents to be submitted to the Revenue Service together with the Chief Accountant.

2. Is responsible for the fulfillment of obligations as defined by this Article.

#### **Article 9. Other Rights and Duties**

1. Chief Accountant/Accountant shall:

- A) Follow the internal regulations of the university and disciplinary norms;
- B) Take care of the university's academic and business reputation;
- C) Take care of the documentation (not to allow their loss / damage);
- D) Protect the confidential information available at his/her disposal;
- E) Provide timely information to the Rector and Head of Administration or Structural Entities;
- F) Provide proper and qualified consultation;
- G) Engage in other university activities, organizational activities other than the activities stipulated by the position;
- H) Create a positive environment, follow the principle of ethics, collegiality and subordination;
- I) Take care of university activities on the daily basis;
- J) Present monthly, annual reports, service action plan within the accountability defined by the Statute;
- K) To cooperate with the Head of the Quality Assurance Office of the University in the process of drawing up the research (self-assessment / evaluation / satisfaction survey) and questionnaire in order to make effective use of quality assurance mechanisms in the management process;
- L) Perform other tasks of the Rector and the Head of administration, which does not contradict the applicable legislation;
- M) Cooperate and provide appropriate assistance to the Head of Internal Audit Service, in the process of internal audit inspection, assessment of financial management and control system within the competence.
- N) Participate in identifying job risks and cooperate with the Head of the administration as a crucial role in the key university education institution in carrying out the continuity plan of business processes.
- O) Take part in the formation of the budget in cooperation with the Head of the administration within its competence. Request the essential resources from the Head of Administration for the purpose of implementation/improvement of official duties.
- P) He/she is responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.

**Article 10. Labor-legal relations**

Labor-legal relations with the staff of the service are regulated in accordance with the Labor Code of Georgia and the Labor Contract.

**Article 11. Reorganization and liquidation of the Service**

Reorganization/liquidation of the service is carried out in accordance with the applicable legislation considering the procedure established by the Representative Council of the Teaching University.

**Article 12. Rule of Amendments to the Regulation**

1. Amendments and/or additions shall be made in the provision by the decision of the Representative Council.
2. The provision is valid immediately after the approval of the Representative Council if it is not specified otherwise.