

**11 FINANCE DEPARTMENT - TRANSFER OF POST AND EMPLOYEE TO PERSONNEL AND MANAGEMENT SERVICES DEPARTMENT (AN180-2003)**

At present, an Administrative Assistant is seconded from the Finance Department to the Personnel and Management Services Department to assist in the Single Status job evaluation exercise.

Following discussions between the employee, the Director of Finance and the Director of Personnel and Management Services, it has been agreed that the post and employee should transfer on a permanent basis to the Personnel and Management Services Department.

Accordingly, the Committee is requested to approve the transfer of one AP2 Administrative Assistant post from the establishment of the Finance Department to the establishment of the Personnel and Management Services Department.

The budget will transfer with the post and both departments' Revenue Budgets will be adjusted accordingly.