

**5 FINANCE DEPARTMENT - FINANCE REVENUES DIVISION - REVIEW OF ADMINISTRATION AND DLO/MAIL SECTION (AN243-2002)**

The Director of Finance and the Director of Personnel and Management Services have undertaken a review of the operation of the Administration and DLO/Mail Section of the Finance Revenues Division and found that, after the introduction of Workflow, the emphasis of work in the section has changed. The following recommendations are made to more accurately reflect the demands made of this section:-

- 1 One post of part time (18.5 hours) Telephonist/Senior Clerical Assistant/Word Processor Operator, graded GS3, £13,124 - £13,664, be established.
- 2 One post of part time (18.5 hours) Word Processor Operator/Senior Clerical Assistant, graded GS3, £13,124 - £13,664, be established.
- 3 One post of Word Processor Operator/Senior Clerical Assistant, graded GS3, £13,124 - £13,664, be deleted.

These recommendations result in no increase in costs and can be met from the Finance Department's existing revenue budget.