

	T.C. FIRAT UNIVERSITY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Continually Worker/Financial Affairs
	NAME SURNAME	Cevdet SUMAY

JOB DESCRIPTION

To fulfil the works and transactions for which he/she is responsible within the framework of the powers required by his/her title in accordance with the law and other legislative regulations; to perform essential and continuous public services carried out according to the principles of general administration.

DUTIES, POWERS AND RESPONSIBILITIES

1. To examine all kinds of documents received by the unit, to write the necessary cover letter.
2. To carry out monthly, salary and personal transactions (grade, promotion, etc.) of academic and administrative staff.
3. To make additional course fees of academic staff.
4. To make domestic/overseas, temporary/permanent duty travelling expenses.
5. To make overtime procedures for academic and administrative staff.
6. To prepare the faculty budget.
7. To make all kinds of personnel (grade, promotion, etc.) and travel payments of the faculty staff.
8. To prepare the documents requiring preliminary financial control, to follow up, to prepare the payment document.
9. To follow up the budget appropriations released quarterly.
10. To carry out unit filing procedures, to ensure the delivery of materials to be transferred to the archive.
11. To carry out other works and procedures assigned by the senior manager / managers to whom he / she is affiliated.

QUALIFICATIONS REQUIRED BY THE TASK

- To have the conditions specified in the Civil Servants Law No. 657.
- To have the necessary decision-making and problem-solving qualifications to carry out the activities in the best way.

LEGAL BASIS

- Law No. 657 on Civil Servants