

Corporate Services Support



Corporate Services was a strong part of SOPAC "The Commission" and provided the substantive administrative and financial services support demanded by the established regulatory framework of the Commission's Governing Council.

These functions will transfer and integrate, to a large extent, into the Corporate Services of the SPC. It is anticipated that this process will be progressive throughout 2011, and will enable a review of skills needs and capacity to be undertaken. Thus, for 2011, the Strategic Plan acknowledges that the SOPAC Division campus on Mead Road will continue to house and provide the current level of corporate service support.

Corporate Services, including through Programme Assistants, will support the three technical work programmes of the Division by ensuring effective policies and practices are in place for the orderly and efficient delivery of work. Corporate Services support to the Division will consist of the facilities below and will become progressively fully integrated within the SPC from 1 January 2011.

Finance

Corporate Services Support

Written by Administrator

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Finance manages all the financial transactions of the Division, including the preparation of the annual work plan and budget and the presentation of the annual Financial Statement of Accounts.

Administration

Administration manages the offices of the physical premises of the Division and its staffing, and maintains daily divisional office routines according to the rules and regulations.

IT Support

IT Support is responsible for the ongoing operation, maintenance and development of a networked information system that supports the delivery of the work programmes, and facilitates access to new and historical data.