FINANCE-ADMIN JOB AID

FINANCE-ADMIN assists with recalling key personnel, identification and tracking of key financial metrics, and coordination of additional financial and staff support as required.

EVALUATE

Evaluate financial impact to critical business processes and staff resources and develop metrics related to key business performance indicators.

* Estimate current financial impact to critical business processes and possible future impact. Develop metrics aligned to past impact and potential future impact.
* Estimate current and potential future impact to staff broken down by key personnel.
* Evaluate whether response/call up efforts are proceeding effectively and support as require.
* Identify gaps in key personnel for evaluation and recovery efforts.

STABILIZE

Next step is to stabilize the incident. We need to determine what we can do to fix it, and then execute those actions.

* Identify minimum financial resources to recover. Coordinate with management team obtain authorization for additional financial resources as required.
* Identify gaps in key staff to recover respond and recover.
* Coordinate with management to obtain additional staff as required.

UPDATE

Monitor and update financial and staff metrics continuously. Provide updates as new information becomes available. Coordinate with management and support to obtain authorization for additional resources are required.

VERIFY

Once remediation actions have been performed, verify that critical business process are performing in accordance with key performance indicators related to the organization’s business model. Continue remedial actions as appropriate and authorized by leadership.

ADDS:

213RR – Verified by Finance-Admin Section

215A – finance-admin section concurs they will pay for these activities

CTR (Crew Time Report) – Finance tracks labor costs

Demobilization planning – 221 form (Mark will provide example) – capture metrics

Incident Action Plan – requires a review to determine if there are funds