

It holds the overall supervision of the financial and administrative affairs in the Deanship, and the development of plans and policies governing the work of the Deanship, implement and supervise the provision of its needs and the management and maintenance of its facilities, and follow-up the staff and submit periodic reporting on them and supervise the management of the annual budget of the Deanship and organization and management of mailings and incoming and outgoing documents to and from the Deanship. The Administrative and Financial Affairs Director is associated to the Dean directly.

**The Tasks of the Administrative and Financial Affairs Director:**

1. General supervision of the administrative and financial affairs work in the deanship.
  
2. Supervision of its subordinate units and coordination between the work of these units to ensure proper performance.
  
3. Supervision of the implementation of all administrative and financial systems and regulations, and related instructions and decisions.
  
4. Technical supervision of the subordinate units of administrative and financial affairs in the deanship, and direct them to enable them to perform their work, within the limits of the Authority.
  
5. Supervision of the preparation of the Deanship budget and the implementation.
  
6. work distribution and coordination between its organizational units and the follow-up.
  
7. Preparation of periodic and annual reports on the work and activities of the administration and branches, and submit them to the Dean.

8. Supervision of repositories and follow-up its work and procedures.

9. Supervision the financial processes related to the collection of tuition fees for students of distance learning.

10. Supervision the Deanship purchases and financial and tenders needs and its accuracy.

11. Supervision the Deanship facilities and develop plans for follow-up ,maintenance and cleanliness.