

APC Finance and Administration: Correspondence**List and Task Assignment**

APC regularly provides various letters for staff and others. To avoid duplication of work, we have listed the types of letters, and assigned responsibilities for compiling the letters to specific members of the finance and administration staff team. See notes below.

	<u>Letter</u>	<u>Staff Member Responsible for Task</u>			<u>Back up Staff</u>
1	Visa letter for event participation *				
	Consultants				
	Funders				
	Guests				
	Interns and volunteers				
	Participants	APC Events and Logistics			
	Staff	Coordinator	Mylene Soto	mylene@apcwomen.org	Finance Assistant Fatima Bhyat fatima@apc.org
2	Visa letter for work/long stay				
	Staff				
	Interns and volunteers				
		Assistant to Finance Manager	Misty McWilliam	misty@apc.org	Finance Assistant Fatima Bhyat fatima@apc.org
3	Confirmation of employment				
	Staff				
	Interns and volunteers				
		Assistant to Finance Manager	Misty McWilliam	misty@apc.org	Finance Assistant Fatima Bhyat fatima@apc.org
4	Motivation for work permits				
	Staff				
	Interns and volunteers				
		Assistant to Finance Manager	Misty McWilliam	misty@apc.org	Finance Assistant Fatima Bhyat fatima@apc.org
5	Visa letters, contractual confirmations ** Consultants and contractors	Administrator of the APC Directors office	Eunice Mwesigwa	eunice@apc.org	Finance Assistant Fatima Bhyat fatima@apc.org

Notes

If the person responsible for the task is on leave or needs assistance on the task, she will ask the back-up person to assist.

Please give us at least 3 days advance notice to finalise the letters.

* Visa letters will be provided for anyone attending the event including the *sample list of categories* in 1 in the table above.

** Regarding 5 on the table above. We are rarely required to provide letters to confirm employment or work permit motivations for consultants. Whoever requires such letters should request them through their manager who will check with the executive director or finance manager about approving the letter on behalf of APC. Eunice will only draft such letters only on instruction from managers or the ED.