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Simplification of procedures in financial and administrative transactions

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Modern methods for

determining the functional tasks

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ABSTRACT

Generally, five functions are known to the Company .

The technical function , human or personal function, business function , research and development , and finally the financial function. All these functions , the human is of paramount importance in the operation of a business; because human reality , the company is a social unit . From this statement, it appears that the company is not just an instrument to deliver goods and provide services, but it becomes a full-fledged organization , a system of actions and decisions involving the participation individuals and their subscription to clearly defined goals.

And all functions of the company being put in place to facilitate the achievement of objectives and the human function is the most important , we found it useful to study it in the public sector

This study presents a practical interest to us because it will help us to verify if the theories learned in business management or better management of human resources are applied in local businesses ; it also allows our target company to review its policy of management personnel in relation to the comments that will be issued . And future research , it will help to get an idea about the functioning of local public enterprises, particularly on personnel management .

The historico- descriptive method we used in the presentation of the company,

• The structural-functionalist method allowed us to study the classic acts of management within the company ,

• The analytical method has allowed us to verify the adequacy of the policy management personnel of the company and the objectives assigned to it

Keywords   technical function- provide services- structural-functionalist method- management- analytical method