



Financial and administrative work crosses a political pillar of the educational process, and the success of the educational process depends on the extent of the success of the financial and administrative work. Therefore, those in charge of administrative and financial work must familiarize themselves with its assets and rules, as ignorance of the law does not exempt it and everyone who undertakes financial and administrative work, whether it is administrative or a manager must develop his information financially and administratively by reviewing the bulletins and periodical books that are received and studied, as well as a special section for a library. He shall be provided with a copy of all financial and administrative bulletins that are received with keeping it in a special file for each year separately, and he shall keep a library for reference when necessary. It also provides this section with a set of regulations and laws that can be purchased from the princely library such as the store list, travel allowance list, auctions and tenders law etc.... That is, a branch can be created in the library that is a reference for all administrative and financial work related to you that remains under the custody of the librarian like the rest of the books. The successful manager is not the one who reveals financial and administrative errors after they have occurred, but he is the one who prevents these mistakes from knowing the principles of financial and administrative work and its rules, and then puts the internal system that guarantees the proper functioning of the work and prevents these violations from occurring.

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