

**PUNJAB PUBLIC SERVICE COMMISSION****REQUISITION FORM****JOB DESCRIPTION FOR THE POST**

Assistant Director (Budget & Audit) (BS-17)

Main Responsibilities and Tasks

1. Carry out audit of each voucher/transaction and assist in external audit.
2. Prepare different accounts statements in accordance with prescribed accounting standards and other standards as notified by the Government.
3. Prepare and review audit reports, including findings and recommendations.
4. Maintain effective coordination with all relevant departments i.e. Finance Department, Audit Department etc.
5. Any other task/duty assigned by higher authorities.

Occasional Tasks and Responsibilities

1. Any other task/duty assigned by higher authorities.