



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE (01) POST OF AUDIT OFFICER (BS-17) ON CONTRACT BASIS FOR A PERIOD OF 03 YEARS, CHILDREN LIBRARY COMPLEX, IN THE PUNJAB SCHOOL EDUCATION DEPARTMENT (CASE NO. 34-RM-2023)

MAIN RESPONSIBILITIES AND TASKS

1. Ensure that the organization complies with internal regulations, established control protocol, Punjab financial rules, taxation and generally accepted accounting principles.
2. Examine documentation, including reports, statements, records, and memos to gather information.
3. Reconcile documentation with actual inventory or assets to ascertain accuracy.
4. Complete standard paperwork and questionnaires to confirm internal controls.
5. Participate in meetings with individuals and departments to update audit on findings and the audit process.
6. Prepare reports and preserves documentation pertaining to audit on findings and the audit process.
7. Make recommendations for the best ways to avoid fraud and reduces waste.
8. Assess best financial practices for an organization and makes relevant, informed suggestions.
9. Keep up-to-date on audit procedures and regulations by attending conferences, workshops, and continuing education seminars.
10. Work with the institution team to achieve its goals.
11. May work extra hours during busy audit seasons or to meet certain milestone.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Facilitate the external audit.
2. Deal with audit paras and assist/attend DAC/SDAC/PAC meetings.
3. Any other duty assigned by the Managing Director / Deputy Director.

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