



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF INTERNAL AUDITOR (BS-16) IN INFORMATION & CULTURE DEPARTMENT CASE NO (79H2021).

MAIN RESPONSIBILITIES AND TASKS

JOB TITLE: INTERNAL AUDITOR.

INTERNAL AUDITOR JOB PURPOSE.

Protects assets for company or organization, ensures compliance with internal procedures, and maintains knowledge of federal and local regulations.

Internal Auditor Officer Job Duties.

1. Ensures that the organization complies with internal regulations and established control protocol.
2. Examines documentation, including reports, statements, records, and memos to gather information.
3. Reconciles documentation with actual inventory or assets to ascertain accuracy.
4. Completes standard paperwork and questionnaires to confirm internal controls.
5. Participates in meetings with individuals and departments to update audit on findings and the audit process.
6. Prepares reports and preserves documentation pertaining to audit on findings and the audit process.
7. Presents summarized findings concerning audit results and trends for internal groups.
8. Analyses audit results to determine methods for increasing profits and decreasing unnecessary costs.
9. Makes recommendations for the best ways for a company to avoid fraud and reduces waste.
10. Assesses best financial practices for an organization and makes relevant, informed suggestions.
11. Keeps up-to-date on audit procedures and regulations by attending conferences, Workshops, and continuing education seminars.
12. Participates in industry organizations and develops a professional network.
13. Develops a specialty in auditing a particular industry, such as cultural or government.
14. Works with a team to achieve its goals.
15. May work extra hours during busy audit seasons or to meet certain milestones.
16. Facilitate the external audit.
17. Deal with audit paras and conduct DAC/SDAC/PAC meeting.

Occasional Tasks and Responsibilities.

Any other duties to be assigned by the officer in-charge.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leader Qualities.
2. Administrative Ability.
3. Communication Skill.
4. Financial Responsibility.
5. Writing Skills

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