



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (ACCOUNTS & FINANCE) (BS-17) IN INFORMATION & CULTURE DEPARTMENT CASE NO (83H2021).

MAIN RESPONSIBILITIES AND TASKS

JOB TITLE: ASSISTANT DIRECTOR (ACCOUNTS & FINANCE).

ASSISTANT DIRECTOR (ACCOUNTS & FINANCE) JOB PURPOSE.

Protects assets for company or organization, ensures financial discipline in all matters.

Assistant Director (Accounts & Finance) Job Duties.

1. Keep custody of Petty Cash and prepares Petty Cash Receipt and Payment Vouchers including Cash Reimbursement Summary as & when required.
2. Maintains Cash Book of the Council.
3. Keep cash in safe custody and restricts access of cash to authorized personnel only.
4. Prepares all receipt, payments & journal vouchers of the Accounts.
5. Checks all invoices, bill before making payment and ensures that they are approved by the concerned officials.
6. Prepares monthly payroll and transfers salaries to bank accounts.
7. Assists in monthly closing of the Accounts.
8. Assists in Preparation of Financial Statements.
9. Assists in filing of tax returns and statements.
10. Prepares reports & summaries as required by management of the Council.
11. Prepares Expense Variance Analysis on monthly basis with the approved Budget of Council.
12. Liaisons with Finance Department, Treasury and AG/DAO.
13. Performs any other work assigned by the Management.

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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