



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

**JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR  
(ACCOUNTS AND FINANCE) (BS-17)**

**Main Responsibilities and Tasks**

1. To assist the Deputy Director (Accounts & Finance) with regard to accounts matters.
2. Prepare annual budget, receipts and disbursement.
3. Maintain financial discipline, implement the government instruction /policies.
4. Audit of accounts.
5. Ensure maintenance of all registers/records of accounts. Supervise the working of accounts staff.
6. Ensure collecting of rent/revenue & receipts of the council.
7. Monitor the expenditures according to the budgetary allocation.
8. Any other duties to be assigned by the officer incharge.

**Occasional Tasks and Responsibilities**

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