



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

SUBJECT: RECRUITMENT TO ONE (01) POST OF ACCOUNTS & FINANCE ASSISTANT (BS-16) ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS IN THE PUNJAB PLANNING & DEVELOPMENT BOARD (CASE NO. 5K2023)

JOB DESCRIPTION

MAIN RESPONSIBILITIES AND TASKS

1. Providing accounting and administrative support to the Project and entering disbursement Vouchers in ProMis Software.
2. Manage bank records & petty cash account of PCU/PDCC, including preparation of DVs, AVs, and RVs in ProMis and maintain up to date computerized ledger and monthly bank reconciliations of UNDP/GEF and government accounts as per Rules of Business and Financial procedures of GoPb / GoP i.e. PPRA.
3. Prepare Vouchers, expenditure reports and correspondence with respect to utilization of PSDP / ADP funds and AG Punjab.
4. Maintaining and updating the project accounts, petty cash accounts, and PSDP / ADP share in accordance with government procedures respectively.
5. Preparing quarterly advance requests and monthly, quarterly and annual financial statements.
6. Assistance in staff recruitment process.
7. Prepare correspondence on all PSDP / ADP as per government financial procedure and donor components.
8. Assist programme team generating work plans, progress reports and advance requests in ProMis/ATLAS/SAP.
9. Provide assistance for the project budget revisions.
10. Undertake all preparation work for procurement of the office equipment, stationeries and office support facilities as required.
11. Provide support in arranging project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings etc., as required.
12. Provide support services to all other staff members in administrative and financial matters.
13. Prepare and maintain personal files of the staff hires for the PCU.
14. Take care of project telephone, fax and email system.
15. Assist with preparation of TORs and contracts for consultants for project activities.
16. To perform any other duties as required by the Competent Authority.

_____END OF DOCUMENT_____