



## **PUNJAB PUBLIC SERVICE COMMISSION**

### **JOB DESCRIPTION FOR THE POST OF AUDIT OFFICER/ ASSISTANT ACCOUNTS OFFICER PUNJAB AUQAF ORGANIZATION (CASE NO.5M2023)**

#### **MAIN RESPONSIBILITY AND TASKS**

1. Pre audit of all payments.
2. Verification of income.
3. Scrutiny of audit notes of internal audit and disposal of audit reports of stationary audit conducted by Local Fund Audit Department.
4. Maintenance of control over expenditure registers according to budget heads of the respective offices.
5. To tender advice on Audit and Account matters.
6. Verification of pension cases.
7. Any other matter relating to audit/special audit.
8. Issuance of budget forms for the preparation of next year's budgets to zonal and other offices.
9. To obtain budget estimates from the Zonal and other subordinate offices.
10. To scrutinize the budget estimates received from the zonal and other officials.
11. To complete the budget of the Auqaf Organization on the various basis of scrutiny done in the budget section.
12. Submission of budget to the Finance Committee for review.
13. Recast the budget as per decisions taken in the Finance Committee.
14. Presentation of budget in Auqaf Board for approval.
15. Recast the budget according to decisions taken in the meeting of Auqaf Board.
16. To get budget computerized for distribution thereof.
17. Advise pertaining to budget matters.
18. Scrutiny of statements of excesses and surrenders submitted by zonal and other offices and correspondence thereof.
19. Payments relating to CAA's office & maintenance of books of accounts thereof and to tender advice on cases relating to payments.
20. Disposal of audit objections.
21. Group Insurance, cash security and RPA cases.
22. Cases relating to payments of audit fee to Local Funds Audit Department.
23. Maintenance/attestation of entries in Service books.
24. Any other matter relating to payments.
25. Maintenance of property Legers.
26. Maintenance of cash book of Central Auqaf Fund.
27. Scrutiny and disposal of statements of Income of all sources.
28. Compilation of Statements of Income, expenditure and Arrears.
29. Maintenance of Bank Statements and Authorities for release of funds.
30. Verification of credits into Central Auqaf Funds.
31. Verification of refund cases.

32. Compilation of Annual Accounts.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

1. Executing any assignment as assigned by the authority.

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