



ZULFIKARABAD DEVELOPMENT AUTHORITY



(Human Resources Department)

Job Description Form

Job Title / Designation	Director (Finance)
Location / Work Station	Head Office, Karachi
Reports to	Managing Director
Reportee(s)	Ghulam Rasool Qazi
Job Purpose	To Handle all matters pertain to Finance Department of ZDA

Sr. No	Core Responsibilities:
1	Correspond with P&D Department, Finance Department, Accountant General Sindh & Treasury Office Karachi for release of Development & Non-Development funds kept for ZDA in the current financial year's Budget.
2	Finalize the proposals of Budget Estimates (Non-Development) funds of financial year in consultation with all departments and forward them to Finance Department, Govt. of Sindh through Secretary (GA), SGA&C Department for having funds allocated in the Budget of ensuing financial year.
3	Finalize the proposals of new as well as on-going Development Schemes as per the requirements of all departments and send the same to P&D Department, Government of Sindh through Secretary (GA), SGA&C Department to include these in the next year's ADP.
4	Seek approval for re-appropriation of funds (development) of the running financial year, if any, keeping in view the request made by Director (Ops.) and Director (Plans) as per ZDA Financial Rules, 2010.
5	Submit the proposals of Budget Estimates for next year and Revised Estimates (Non-Development) of current year in consultation with Establishment/ Admin as well as Technical Departments, ZDA in the month of May every year as per the ZDA Act, 2010 for placing the same in the meeting of the Governing Body/ Executive Committee of ZDA.
6	Forward the Final List of Excess and Surrender to Finance Department, Govt. of Sindh every year in the month of May after getting the proposals from Director (Ops.), Director (Plans) and Director (Estt./Admin), ZDA, on the prescribed form.

7	Get the monthly expenditure figures reconciled with Treasury Office, Karachi in consultation with (Estt: and Admin) Departments, ZDA.
8	Keep the Managing Director, ZDA abreast of the statement of appropriation of accounts of Zulfikarabad Development Authority on yearly basis.
9	Draft the Summaries and DO letters for Chief Minister Sindh pertaining to financial matters.
General/Other Responsibilities	
10	Provide management with accurate, relevant, and timely operating and financial reports and analysis necessary for financial planning and strategy formulation.
11	Assist and steer in preparing all the strategic plans including annual budget and monitor actual implementation of budgets, plans and programs towards the achievement of Authority goals
12	Maintain or cause to maintain ZDA accounts in accordance with law and practice, and ensure the integrity of accounting records as the basis of financial statements and reports provided to management for decision-making and government regulatory bodies in compliance with statutory requirements
13	Produce ZDA's statutory accounts in compliance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) as applicable in Pakistan for Audit and for statutory compliance.
14	Develop appropriate financial policies, systems and procedure and strengthen internal controls by monitoring compliance with policies, recommend to management appropriate actions and changes in systems and procedures as necessitated by circumstances.
15	Safeguard the Authority's funds received from various sources and ensure effective financial administration, employing them for the purposes they were received for.
16	Employ system and procedure to ensure effective control of all the assets, properties and valuables belonging to ZDA.
17	Devise, develop and or organize adequate and appropriate software application/solutions and complete MIS for maintaining data and generating timely reports
18	Organize and assist in smooth conduct of both Internal and External Audit
19	Any other work assigned by the Managing Director, ZDA.