



KHYBER PAKHTUNKHWA REVENUE AUTHORITY (KPRA)

House No. 18/E, Jamal ud Din Afghani Road, University, Town
Peshawar.

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TERMS OF REFERENCE

Advisor on Financial Management and Tax Audit

Khyber Pakhtunkhwa Revenue Authority (KPRA)

Background

As a result of 18th Amendment in the Constitution of Islamic Republic of Pakistan, revenue collection on service sectors was devolved to the provinces. Accordingly, Khyber Pakhtunkhwa Revenue Authority (KPRA) was established under the Khyber Pakhtunkhwa Finance Act, 2013 and is mandated to administer and collect sales tax on services in the Khyber Pakhtunkhwa.

The leadership of the Authority is conscious of the importance of competent and able human resource in the achievement of goals and objectives in an efficient and effective manner and image building of the organization. KPRA, being a nascent organization, requires competent, result oriented and motivated human resource to take initiatives, resolve issues and challenges and achieve the organizational goals and objectives in a timely manner.

In line with the Vision and Mission, KPRA has been endeavoring to develop various systems, processes and procedures to improve the performance and efficiency of the Authority.

Objective of the assignment

The objective of having the services of Advisor for Financial Management and Tax Audit is to provide support and advice to the Authority in ensuring sound Financial Management and Tax Audit Policies and procedures.

Period of assignment

The services of the Advisor will initially be required for a period of six months extendable up-to one-year subject to satisfactory performance and other conditions

Scope of Work and Activities

Financial Management

The Advisor will advise and assist the Authority in:

1. Preparation of Annual Financial statements of the Authority for the year 2017-18.
2. Review and assessment of feasibility study of KPRA Tax Reconciliation system.
3. Review of KPRA Financial Management Manual.
4. Carrying out internal Audit of the existing Financial Management System, procedures and practices. Also to identify capacity gaps and areas that may require improvement.
5. Preparation of Annual and Financial reports.
6. Ensuring proper management and disbursement of KPRA Funds, following accounting, budgeting, financial control and audit procedures strictly in accordance with KPRA Financial Regulation.
7. Ensuring adequate Financial Management System in place both HQ and Collectrates.
8. Reviewing regulations related to employee benefits i.e. Pension regulation, General provident Fund and Medical regulations as provided in the Financial Regulation.

Tax Audit

The Advisor will assist and advise the Authority in;

1. Preparation of Audit Plan for Tax Payers Audit.
2. Improving processing of returns and its audit.
3. Finalizing KPRA Audit Policy.
4. Using of Telecom Sector Notes for desk Audit by using CREST software.
5. Audit of Withholding Agents.
6. Finalizing KPRA Sales Tax Audit rules 2018 and Audit Policy.
7. Any other relevant task assigned by the Authority and the Director General.

Required Qualifications and Experience

Master's Degree in Economics/Public Finance/Commerce/ Business Administration. CA/ACCA or relevant with at least 20 years of experience in a Senior Government position in Financial Management and Tax Audit.