

TERMS OF REFERENCE

Position:	Accountant
Category:	Support
Place of Employment:	Thimphu
Employment type:	Regular

Major Duties and Responsibilities

1. Accountant

- ✓ Assist in processing settlement of all employee related claims and all other types of expenditures in line with the Company's financial/policy guidelines with due diligence and care;
- ✓ Assist processing payment of contractors' and suppliers' claims and check for the
- ✓ compliance of the claims;
- ✓ Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required;
- ✓ Prepare cheque, draft and ensure proper receipt by the appropriate payee and on
- ✓ time;
- ✓ Maintain the paid vouchers in chronological order for future reference and auditing
- ✓ purpose;
- ✓ Perform all bank related duties;
- ✓ Safe custody of the financial documents and data and,
- ✓ Any other such work assigned by the Supervisor.