

TERMS OF REFERENCE

Position: Dy. Manager, Finance/Accountant
Category: Managerial/ Administrative
Place of Employment: Thimphu
Employment type: Regular

Major Duties and Responsibilities

1. Accounting

- ✓ Establish an accounting system to manage and maintain the accounting requirement in compliance with statutory norms;
- ✓ Study and propose ERP Accounting module.
- ✓ Management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports;
- ✓ Prepare monthly financial statement (report) for further analysis;
- ✓ Ensure regular monitoring of the bank account (s);
- ✓ Monitor (i) cash flows and (ii) working capital;
- ✓ Carry out calculation of the payroll for all employees;
- ✓ Maintain payment records of all invoices received;
- ✓ Maintain payee statement records of all suppliers and service providers;
- ✓ Carry out payment of all regular area of office expenses such as office rental, telecommunication (telephone, fax, internet etc) bills, advances, etc;
- ✓ Maintain and manage employee's PF, GIS with relevant stakeholders;
- ✓ Maintain and manage all relevant taxation such as TDS remittances to RRCO etc;

2. Finance/ Budget

- ✓ Prepare annual financial and budget plan for the company in consultation with
- ✓ General Manager;
- ✓ Develop financial manual, policy and guidelines;
- ✓ Manage short term and long-term investments of funds and maximize interest earnings;
- ✓ Monitor the development of expenditure, ensuring that budget overruns do not occur and prepare request for possible amendments;
- ✓ Provide guidelines and format to the divisions for submitting their accounts for budget & balance sheet preparation;
- ✓ Furnish necessary and classified information to the management along with
- ✓ analysis and suggestions;
- ✓ Prepare the following information to strengthen and formalize corporate decision-making process:
 - Annual business plans, cash flow projection, forecasts and long term plans;
 - Budgets including capital, manpower and overhead budgets along with variance analysis;
 - Coordinate and assist Statutory Auditing/ annual auditing;

- Consult with division, businesses units and or affiliated companies to improve financial performance;
 - Prepare quarterly operating results as a whole and division wise;
 - Prepare and maintain the following data for statutory auditing, presentation to the management and Annual Report:
 - The financial statement presenting fairly its states of affairs, the results of its operation, cash flows and change in fund positions;
 - Proper books of accounts;
 - Appropriate accounting policies to guide financial statements and accounting estimates preparation;
 - National/International accounting standards, as applicable in Bhutan, to comply and prepare financial statements;
 - Sound internal control system for effective implementation and monitoring.
- ✓ Compile and present the annual budgeting/ Strategic Financial Planning at least once in three months.

3. Others

- ✓ Maintain and be custodian of all accounts and budget related documents and files;
- ✓ Maintain and manage all records related to company assets;
- ✓ Represent company in all stakeholders meeting related to accounts, finance and budget;
- ✓ Attain Board meeting as and when required for budget and financial statement presentation;
- ✓ Prepare annual report;
- ✓ Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of work as assigned by the management;