

Job description for Account Assistant II

1. Position Title: Account Assistant II
2. Position Level: Gr-X
3. Job Location: Head Office, Thimphu
4. Knowledge and Skills Requirements:
 - a) Education: Class XII and Diploma in Commercial Accounting/Diploma in Financial Management
 - b) Knowledge of language(s) and other specialized requirements: Should possess good written and spoken Dzongkha and English.
 - c) Personal Attributes
 - Self-Motivation, team player, action and Results oriented
 - Well-organised and good reporting skills
 - Ability to successfully work under tight project deadline.
 - High integrity/ethics and ability to meet deadline
5. Pay & Allowance: As per the Allowance and Benefits clause in BCCI SRR 2022
6. Documents required:
 - i. Academic transcript (Class XII and 2 years Diploma Certificate)
 - ii. Photocopy of Citizenship ID Card
 - iii. Medical fitness certificate (6 months)
 - iv. Security clearance certificate. (Online approved status)
 - v. Any other certificates of experience/excellence if there is any;
 - vi. BCCI employment forms (please download the form from BCCI website)
 - vii. No objection certificate from the employer, if already employed
 - viii. Produce original documents during the time of interview
7. Terms of Reference (TOR):
 - a) Assist the Head, Administration and Finance Division
 - b) Process for settlement of all employee related claims and others in line with the financial guidelines with due diligence and care
 - c) Process payments of claims as per rules, including procurement of goods and services
 - d) Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously
 - e) Verify payments as to the completeness of the claims and in conformity to the rules
 - f) Ensure that all the statutory deductions and other recoveries are effected and remitted to the concerned agencies/beneficiaries within the time frame required by the statute in vogue
 - g) Ensure that all the claims are settled within the stipulated time frame
 - h) Maintain the books of accounts, i.e ledger, sub-ledger, cashbook and all other records as required by the financial statute and update daily with no error

- i) Ensure the timely release of payment and obtain proper receipts
- j) Close the cash book on a daily basis
- k) Carry out bank reconciliation on monthly basis
- l) Keep proper records of the books of accounts
- m) Ensure collection of membership fees and prompts deposit in the account
- n) Assist in preparation of annual budgets
- o) Prepare financial statement
- p) Verify bills, memos/claims for onward payments
- q) Provide records and books of accounts that may stand in need for both internal and external audits
- r) Provide Member's data collection through the Annual Membership Fee exercise to the concerned unit for data punching and annual tabulation
- s) Any other works assigned/delegated by the superiors concerned department/division (Multi-taking).