

Terms of Reference

Position	: Finance Manager
Qualification	: Bachelor in Commerce/BBA-Finance/Accounting.
Employment Type	: Regular
Grade	: 5 (Pay Scale: 30,155-755-45,255)
Experience	: A minimum of 7-10 years of working experience with 2-5 yrs. of experience in Finance & Accounts.
Reporting	: General Manager, Corporate Services

1. Oversee the day-to-day financial operations of the company, including bookkeeping, payroll, and accounts payable/receivable.
2. Verify & authorize bank reconciliation statements.
3. Prepare and analyze monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements as per the format.
4. Develop, implement, and maintain financial policies and procedures to ensure compliance with Bhutan Accounting Standards and other financial regulations.
5. Manage the budgeting process, including the preparation of annual budgets, forecasting, and variance analysis.
6. Analyze financial data to identify trends and make recommendations for improvement.
7. Ensure that the company's tax obligations are met, including the preparation of tax returns and the management of tax audits.
8. Lead and manage the finance team, providing guidance, mentorship, and training to ensure their professional development.
9. Collaborate with other departments to provide financial support and analysis to inform business decisions.
10. Stay informed of industry trends and developments to ensure that the company remains competitive.
11. Verify all the bills/invoices and vouchers and ensure that any cash/cheque received are deposited the next working day.
12. Update the fixed asset register for each addition of assets in the Asset Module.



13. Inspect asset on receipt of scrape report and make necessary entry in the books.
14. Carry out annual physical verification of assets and inventories and submit the findings to the management.
15. Obtain approval from the management to write off missing, unserviceable, damaged and pass necessary entries in the books of accounts.
16. Ensure that the accounting entries are in line with the chart of accounts.
17. Perform other functions as may be directed by the supervisors.