

Terms of Reference

POSITION DESCRIPTION

Position Title	: Asst. Accounts Officer
Position Level	: 8 (M)
Terms	: Regular
Major Group	: Corporate Service Division (CSD)
Sub Group	: Finance & Accounts Section
Duty Station	: Head Office, Thimphu
Pay Scale	: 20,230 – 505 – 30,330

1. Process for settlement of all employees related claims and all other types of expenditures of the division/Unit in line with the broad financial guidelines with due diligence and care.
2. Process payment of contractors and suppliers claims and check for the compliance of the claims in respect to the following documents viz. the NIQ, the contract agreements, Work Orders/purchase orders, Estimates, Bills of Quantities, entries in the measurement books, Material at Site Account Register, work deviation approval. Expenditure sanctions, stock entries, budget availability, Hindrance Registers, work completion certificates handing/taking over notes, verification/approval by the competent authority and for arithmetical accuracy.
3. Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
4. Verify payments as to the completeness of the claims and in conformity to the rules.
5. Ensure that all the statutory deductions and other recoveries are affected and remitted to the concerned agencies/beneficiaries within the time frame required by the statute in vogue.
6. Ensure that all the claims are settled within the stipulated time frame.
7. Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required by the financial statute and update daily with no error.
8. Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time.
9. Close the cash book on a daily basis and reconcile the accounts to ascertain the fund balance.
10. Maintain the paid vouchers in chronological order for future reference and auditing purpose.

11. Perform all bank related duties.
12. Safe custody of the financial documents and data.
13. Prepare and generate monthly accounts.
14. Any other tasks assigned from time to time by the supervisor/management.

Required Qualification:

Education : Bachelors in Commerce

Experience: Prefer experienced candidates but fresh ones can apply

Knowledge of language(s) and other specialized requirements:

Must have a firm grasp of technical skills to design, develop, and maintain managing and maintaining facilities, ensuring operational efficiency, safety, and compliance with relevant standards, and good computer knowledge. Required management skills, good communication skills in both Dzongkha and English, and must have strong interpersonal skills.