

TERM OF REFERENCE

Position: Assistant Accounts Officer

Contract Terms: 3 years, extendable based on performance

Reporting line: Chief, Finance & Investment Division

Duty station: Thimphu, Bhutan

Primary responsibility: To assist Finance & Investment Division in providing efficient and accurate financial transactions, accounting and record keeping of RSPN funds and to provide efficient financial services to RSPN programs.

Specific duties and responsibilities

- Assist maintenance of books of accounts, i.e. ledger, sub-ledger, cashbook and all other records as required by the financial rules.
- Prepare cheques, drafts and maintain proper records as per the Financial rules of the organization.
- Assist closing of cashbook on a monthly basis and prepare reconciliation statement.
- Ensure all statutory deductions and other recoveries are remitted to the concerned agencies/beneficiaries within the required period.
- Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
- Assist preparation of financial reports for onward submission to donors, auditors, partners, etc.
- Assist in preparing organization’s payroll, and ensure all deduction such as taxes, remittances, bank loans installment (processed through the office) and other deductions.
- Assist Finance Chief in developing budgeting and support project development with special emphasis on effective and efficient budget management.
- Any other task assigned by Executive Director, Finance Chief and other officials from time to time

Knowledge and experience

- University degree in commerce
- Familiar with Bhutan government law and policies related to Finance, Accounting, tax, insurance.
- knowledge of accounting software (Tally ERP, Quick book, etc.)

.....X.....X.....