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Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

ToR of Sr. Finance Officer

Position:	Sr. Finance Officer
Position Level	O2
Salary Package	62,576/- (including all allowances)
Contract Terms:	5 years (extendable)
Reporting line:	Chief, AFD
Duty station:	RSPN Head Office, Thimphu

Primary responsibility:

To assist Finance 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:

- Process requests for cash advances, reimbursements, and payment for procurement of good and services in consultation with Chief, AFD.
- Assist preparation of financial reports of the project for onward to donors, auditors, partners, etc.
- Assist maintenance of books of accounts, i.e. ledger, sub-ledger, cashbook and all other records as required by the financial rules.
- Prepare cheque, drafts and maintain proper records as per the rules of the organization.
- Assist closing of cashbook on a monthly basis and reconcile the accounts to ascertain the fund balance of all projects and core fund.
- Ensure all statutory deductions and other recoveries are effected and remitted to the concerned agencies/beneficiaries within the required time frame.
- Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
- Assist in preparing organization's payroll, and ensure all deduction such as taxes, bank loans installment (processed through the office) and other deductions.
- Assist Chief, AFD in developing budgeting framework and support project development with special emphasis on budgeting.
- Any other task related o finance matters assigned by the management team from time to time

Knowledge and experience

- University degree in commerce/Business/ economic
- Minimum 7 years of working experience in relevant field,
- Familiar with RGoB and policies, rules and regulation related to Finance, Accounting, tax, insurance
- knowledge of computer use (especially accounting packages tally)



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The interested candidate must submit the following documents to the AFD, RSPN Head Office, Thimphu in hard copy:

1. Resume
2. Copies of academic transcripts (Bachelor degree, class 12 and class 10)
3. Work experience certificates
4. Copy of the Citizenship Identity Card
5. Valid Security Clearance Certificate
6. Valid Medical Certificate
7. Contact details of referees
8. Any other information that may be required
9. No objection certificate if employed

Failure to submit the above documents led to the cancellation of application.

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