

## **TERMS OF REFERENCE FOR FINANCE OFFICER**

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### **1. OVERALL JOB DESCRIPTION**

Designation: Finance Officer  
Division: Administration and Support Division  
Supervising Officer: Chief Administration Officer  
Duty Station: De-suung Head Quarter, Thimphu

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He/she shall report to Chief Administration Officer and ensure all activities pertaining to Finance and Accounts are operating smoothly and seamlessly.

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### **2. JOB RESPONSIBILITY**

His/her responsibilities shall be to:

- Ensure that accounting procedures and internal control systems are exercised at all times.
- Ensure that funds are utilized and managed according to the budget appropriations and that the allocation of expenditure is appropriate.
- Responsible for upholding the financial integrity of the organization.
- Scrutinize all documents for allowances, arrear claims and other payables.
- Co-ordinate and facilitate auditing through production of all records and evidences.
- Ensure funds are spent and managed according to plans and policies.
- Participates in ascertaining and evaluating the financial projection and financial progress reports for the agency.
- Process and submit Work Plan, Physical/Financial Progress reports, work orders, supply orders, invoices, import licenses and all other supporting documents required for release of funds by funding agencies.
- Advise the Division Heads in preparing the budget.
- Ensure to process payment and claims and check for compliance of the claims as per the contract agreements and relevant documents pertaining to the contract.
- Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
- Ensure that all the statutory deductions and other recoveries are affected and remitted to the concerned agencies/beneficiaries within the time frame.
- Prepare annual budget and financial statement.

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#### **4. QUALIFICATION & EXPERIENCE**

He/she must/should have:

- Minimum of Bachelor's Degree
- Minimum of 5 years of experience in related field
- Undergone De-suung Integrated Training

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#### **5. SKILLS, KNOWLEDGE AND ATTRIBUTES**

- Strong negotiation skills;
  - Knowledge on Accounting & Financial principles
  - Strong oral and written communication skills both in Dzongkha & English;
  - High integrity/ethics;
  - Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholder;
  - Excellent command over Microsoft word, excel, power point and other financial computer applications.
  - Ability and desire to complete works/projects under deadlines.
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