## **Position: Accounts Officer**

**Grade: Fs2/Fs1**

**Duty Station: Thimphu**

**Employment term: Term Contract 3 Years and extendable**

Under the supervision of the Sr. Finance Officer, he/she is responsible for the day to day and overall financial and administrative management of the Bhutan Foundation Bhutan office.

This position reports directly to the head of Finance and HR.

**MAJOR DUTIES AND RESPONSIBILITIES**

* Responsible for making sure the Bhutan Foundation Bhutan office complies with financial and legal requirements by studying existing and new legislation for organizations in Bhutan.
* Responsible for overseeing the cash flow of the organization
* Manages Bhutan Foundation bank accounts in Bhutan
* Reconciles all accounts on a monthly basis
* Execute grant transmittal to grantees in Bhutan, after reviewing the grant agreements prepared by the program focal persons.
* Informs partners on incoming donations
* Prepares grant letter to partners
* Processes checks for grant payments
* Day to day accounting
* Makes payments on a timely basis
* Manages accounts receivable and payable
* Processes invoices and prepares checks for signature
* Manages billing, invoices, reimbursements etc
* Oversees expense allocations
* Enters all transactions into QuickBooks
* Prepares financial reports:
* Assist Sr. Finance Officer with the development of annual budget and budget for the Bhutan Country Office
* Works with program staff to develop project budget and financial reports
* Reviews grantee/partner financial reports to the Foundation
* Audit:
* Responsible for all record keeping and filing of financial records
* Assist Sr. Finance Officer in the Bhutan Foundation annual audit in Bhutan
* Assist with the Bhutan Foundation annual audit in the US.
* Responsible for day to day procurement, stores, maintenance and administrative management under the supervision of the Director.

**PERSONAL QUALITIES**

The Accounts Officer must operate with independence, under pressure to meet deadlines and commitments. S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skills.

**QUALIFICATION AND WORK EXPERIENCE**

* Minimum of bachelor’s degree in accounting, finance, or relevant fields
* Basic knowledge of accounting procedures and financial operations.
* Knowledge of QuickBooks is highly desired.
* Minimum of 3 years of experience in accounting/finance.
* Proficiency in standard computer software (Microsoft Office) is required.
* Fluency in both Dzongkha and English is required.

 **DURATION**

* Regular contract of 3 years and extendable based on performance with a probation period of three (3) months.

**REMUNERATION**

* Remuneration commensurate with experience and qualification. Salaries and benefits are competitive, and a comprehensive benefits package will be offered, which includes provident fund, gratuity, Group Insurance Scheme, Communication Allowance, and Health Benefits.
* Fixed annual increment and performance based increment, and other benefits as per the HR and Service Manual of the Foundation.

**ADDITIONAL INFORMATION**

* Unsolicited resumes and applications received after the closing date will not be considered.
* Only shortlisted candidates will be contacted and advance to the next stage of the selection process.
* Bhutan Foundation reserves the right to appoint a candidate at a lower level than the advertised level of the post.
* The Bhutan Foundation will also conduct background checks of all potential candidates and recruitment is contingent on the results of such checks.