## **Position: Accounts Officer**

**Grade: FS1**

**Duty Station: Thimphu**

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

Under the supervision of the Finance Manager, s/he 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.

**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 and grant releases
* Manage timely payments, receipts, payables and receivables.
* Prepares financial reports:
* Assist Finance Manager with the development of annual budget.
* 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 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 Finance Manager.

**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 Diploma in financial management, accounting, or relevant fields
* Basic knowledge of accounting procedures and financial operations.
* Knowledge of QuickBooks and other accounting software is highly desired.
* Minimum of 2 years of experience in accounting.
* 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 Service Rule Book 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.