

Position: Accountant

1) Job description

Accountant shall work under the supervision of Head of Finance Section.

2) Specific Responsibilities

Accountant shall assist the Finance Manager in the following:

- a) Preparing annual budget;
- b) Maintain books of accounts as per BAS;
- c) Prepare monthly, quarterly, half yearly and annual trial balance, P/L account and state of affairs of the company as per BAS;
- d) Carry out bank reconciliation;
- e) Maintain and monitor sales and purchase accounts;
- f) Disburse payments and other remittances;
- g) Coordinate with Administrative Section and clear all utilities bills on time;
- h) Liaise with RAA and attend auditors and provide support to have the accounts audited on time;
- i) File Returns with Tax Authorities and Registrar of Companies; and
- j) Any other works related to accounts and others as may be required from time to time.

3) Education & Experience Criteria

- a) Class XII passed with a Diploma in Financial Management with a minimum aggregate score of 60%.
- b) Class X and XII passed with a minimum score of 55% in best four subjects including English and Dzongkha.
- c) Experience in accounting shall be given preference in shortlisting.

4) Person Specifications & Attributes

Additionally, he/she must have:

- a) High integrity
- b) Willingness to work a flexible schedule.
- c) Capable of multitasking and work as a team.

5) Other requirements

- a) BDFL application form indicating clearly the post applied for
- b) Curriculum Vitae (CV) clearly indicating requirements referred to above
- c) 2 referrals/recommendation letters from non-family related referees
- d) Copies of
 - i. Class X, XII and Diploma certificates and transcripts
 - ii. Valid Security Clearance Certificate (online)
 - iii. Citizenship Identity Card (CID)
 - iv. Valid Medical Fitness Certificate
 - v. No Objection Certificate from the parent organization, if employed
 - vi. Any other relevant documents

6) Employment type: Regular

7) Salary & Other benefits

- a) BDFL Grade - 10
- b) Pay scale - Nu. 17,605-440-26,405
- c) Monthly Lumpsum Pay: Nu. 10,500
- d) House Rent Allowance (HRA) - 20% of the basic pay
- e) PBVI
- f) Other benefits and allowances as per BDFL Service Rules