

TERMS OF REFERENCE

Position: Assistant General Manager, Finance

1. Overall job responsibilities

The Assistant General Manager, Finance under the supervisor of Head of Corporate Service will be responsible for all finance and accounts of the company.

2. Specific Responsibilities

- a. Provide effective financial and management advice to enable the CEO and the Board to make informed decisions.
- b. Preparation and management of annual financial statements, investment plans and other reports as required.
- c. Ensure the organisation is compliant with all applicable taxation rules and regulations.
- d. Manage and consult with senior managers on budgets, oversee monthly financial reports, provide detailed overview of budgets to actual expenditure, oversee financial year end projections and ensure that the annual budgets submitted are consistent with budget allocations.
- e. Management of the Finance Team and to ensure the finance and accounting functions run accurately, timely and in accordance to Accounting Guidelines.
- f. Liaise with RAA and attend to auditors and provide support to have the accounts audited on time.
- g. Staff supervision of Finance Section.
- h. Any other works related to accounts and others as may be required from time to time.

3. Education & Experience Criteria

He/ She must/should have:

- a) At least Bachelor's degree in Accounting, Commerce and Economics with a minimum aggregate of 60% and not less than 60% at class XII and X level.
- b) At least two years of experience in handling accounts independently in a commercial environment.

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) Two (2) referrals/recommendation letters from non-family related referees
- d) Copies of:



- i. Certificates- Degree, Class XII and X
- ii. Academic transcripts- Degree, Class XII and X
- iii. Valid Security Clearance Certificate (online)
- iv. Valid Medical Fitness Certificate
- v. Citizenship Identity Card (CID), and
- vi. No Objection Certificate from parent organization, if employed
- vii. Any other documents

6. Employment type: Regular

7. Salary & Other benefits

- a) BDFL Grade: 5
- b) Pay scale: 30,155 – 755 – 45,255
- c) House Rent Allowance (HRA): 20% of the basic pay
- d) PBVI
- e) Other benefits and allowances as per BDFL Service Rul

