**Term of Reference**

**Accountant**

**JOB PROFILE**

Under the broad guidance of the Executive Director, An Accountant is in-charge of Finance of the Organization and will play a crucial role in ensuring proper accounting through collecting, tracking, and correcting the Organizations finances as per the BKF Financial Guidelines.

**Application Deadline** : 27th February 2023

**Type of Employment** : Regular

**Qualification :** Class X and above with Diploma in Accounting and financial management with Tally.

**Experience** : At least 3 years of working experience in the related field.

**Place of Posting** : Thimphu

**Reporting** : Executive Director

**2. FINANCIAL FUNCTIONS**

1. An accountant is responsible for BKF’s accounting, budgeting, assets management, financial and fiscal reporting according to the law and administrative management.
2. Coordinate the relationship with auditors. Besides this relationship, all other duties/tasks of the accounts work will be supervised by the Executive Director.
3. Carry-out disbursements and payments in relation to the Budget Plan and in coordination with the Executive Director and BKF Staffs.
4. Verify data and check finance documents for completeness, mathematical accuracy and consistency.
5. Carry-out regular financial book keeping and develop expenses reports.
6. Issue expenditure orders, payments of salary according to the approved budget of income and expenditures, internal regulations and legal / contractual provisions.
7. Handle all financial related jobs.

**4. Account and Finance:**

1. An accountant is responsible for preparing financial statements, maintaining cash controls, preparing the payroll, purchasing, maintaining accounts payable and managing office operations expenses. An accountant must work within the Finance and Procurement Rules of the BKF.
2. Maintain office account, preparation of payment/ receipt vouchers.
3. Check all the invoices and get necessary approval.
4. Updating the accounts regularly.
5. Monthly reconciliation of bank balance and fund of the projects.
6. Preparation of payroll and voucher and ensure correct deduction of Provident Fund, GIS, Salary Tax, personal expenses and advances if any;
7. Maintain Personal account in proper order;
8. Support on preparation of budget and periodic financial statements and report;
9. Dealing communicating with financial related issues with the project partners and stakeholders;
10. Timely deposit of annual fee and submission of yearly financial report to the Revenue and Customs Office and others in prescribed form and formats.
11. Ensure timely compilation and consolidation of financial statements for periodic (monthly) submission to the Executive Director.

**a. Fund Management:**

1. Assist officials in Operational Planning of the organization which includes programme plan for the sustainability of the Organization, plan for deposit collection (From share, certificate of deposit, donor agencies etc.).
2. To prepare Investment Plans & Strategies for BKF’s Funds;
3. To devise, review & monitor the investment portfolios and advice the BKF Board on a periodic basis;
4. Monitor the performance and makeup of the example portfolios and assess the requirements of change;
5. Advice financial methodology in undertakings for the BKF fund and without prejudice to the foregoing, the AFO shall consider and make recommendations in relation to the appointment of consultant(s) - legal/financial institutions to assist the Board for analyzing various investment opportunities;
6. To apprise the Board of the continued effectiveness of the investments from time to time;
7. To advise & to give presentation to Board, with a view to monitoring the continued suitability of the investment strategy of the funds.

**5. QUALIFICATION & COMPETENCIES:**

1. Class X and above with Diploma in Accounting and financial management with Tally background and significant experience.
2. At least 3 years progressively responsible experience in account management.
3. Has strong leadership quality with ability to garner team work conflict management.
4. Has analytical, good writing and essential computer skills.
5. Ability to multi-task and work under stress.
6. Good command in computer applications with software-based accounting (Tally).

**Selection Criteria**

* Class X and above with Diploma in Accounting and financial management with Tally background with minimum of 3 years of working experience.
* Demonstrated ability in account management independently.
* Ability to work independently with minimal supervision and to identify and utilize resources effectively in problem solving.
* Experience working with diverse stakeholders to achieve common goals.
* Adaptability to changes and new responsibilities in interests to achieve team objectives.

**Requirements**

The Applicant must submit the following documents:

1. Filled BKF Employment Form;
2. CV;
3. Copies of Academic transcripts, degree and certificates;
4. Copy of Citizenship ID Card;
5. Security Clearance Certificate
6. Medical Fitness Certificate;
7. No Objection from the parent organization (if employed);
8. Valid job experience certificate from Head of the Organization; and
9. Any other certificate.

**Renumeration:**

**Salary : Nu.19,615.00 per month.**