



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : Assistant/Finance Officer |
| 1.2 | Position level | : 8/7 |
| 1.3 | Occupational Group | : Administrative and Technical Staff |
| 1.4 | Mode of Employment | : Regular |
| 1.5 | College/OVC | : Gedu College of Business Studies |

2. MAIN PURPOSE OF THE POSITION:

To carry out duties and responsibilities pertaining to financial services of the college.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Exercise accounting procedures and internal control systems are followed at all times
- 3.2 Assist in facilitating auditing through production of all records and evidences
- 3.3 Support the preparation of budget proposals for College and submit to the DPR.
- 3.4 Participate in budget discussions
- 3.5 Process release requests
- 3.6 Participate in the review and recommend budget adjustments such as supplementary appropriations and re-appropriations, transfers and withdrawals
- 3.7 Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for the College
- 3.8 Assist in the facilitation of the preparation of quarterly & mid-year budget reviews for the College
- 3.9 Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting
- 3.10 Review and validate transactions related to allowances, arrear claims and other payables to minimize error
- 3.11 Facilitate auditing as focal through production of all records and evidences & other necessary support during auditing period



- 3.12 Provide appropriate technical support to ensure that funds are spent and managed according to the overall plans and policies of the University
 - 3.13 Prepare financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level
 - 3.14 Review and recommend budget adjustments such as supplementary appropriations, Transfers, and re-appropriations, transfers and withdrawals
 - 3.15 Review budget status and prepare Revised Estimates for College on a quarterly basis
 - 3.16 Facilitate the preparation of mid-year budget reviews for College.
 - 3.17 Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting.
 - 3.18 Manage donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects.
 - 3.19 Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts.
 - 3.20 Perform any task that may be assigned from time to time.
- 4. SPECIFIC ROLES AND RESPONSIBILITIES:**
- 4.1 Providing effective financial control on all capital projects and liaising fully with other stakeholder including project managers, where there is execution of works
 - 4.2 Supervising over accounts/finance staff under his/her authority, entrusted with the receipt and expenditure of money through efficient and regular checks, against the occurrence of misappropriation or negligence.
 - 4.3 Identifying new income growth with creativity
 - 4.4 Maximizing deposits and/or profits within all college functions
 - 4.5 Ensuring that all revenues due to the College are collected, and payments due by the College including employee benefits and official recoveries are paid/disbursed.



5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1 **Education:** BBA / B.Com/M.Com (Finance/Accounting Or Any other relevant qualification)
- 5.2 **Experience:** Experienced preferred

5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and environment.
- 5.3.2 Good communications skills both in terms of written and speaking.
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide information for informed decision-making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.