



ROYAL UNIVERSITY OF BHUTAN GEDU COLLEGE OF BUSINESS STUDIES

POSITION PROFILE

1. JOB IDENTIFICATION

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.