

Position Title: Accountant**Location:** Thimphu, Bhutan**Reports To:** Project Manager, HQ

1. Job Description:

The accountant shall work under the supervision of the Project Manager /Head of Finance and Accounts (GDL) and shall be responsible for managing day-to-day financial transactions, maintaining accurate records, processing payments, and ensuring compliance with Bhutanese financial regulations and taxation requirements. The role includes budgeting, cost tracking, payroll support, and financial reporting to support efficient project execution.

2. Key Responsibilities:

He/she shall perform the following specific responsibilities:

- Assist in processing settlement of all employees related claims and all other types of expenditures of the department/Unit in line with the Company's financial/policy guidelines with due diligence and care.
- Assist processing payment of contractors' and suppliers' claims and check for the compliance of the claims.
- Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required.
- Carry out weekly bank reconciliation of all the bank accounts.
- Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time.
- Maintain the paid vouchers in chronological order for future reference and auditing purpose.
- Ensure TDS and other statutory payments are remitted to DRC on a timely basis.
- Maintain and update the assets registers on a periodic basis.
- Perform all bank related duties.
- Safe custody of the financial documents and data.
- Any other such work assigned by the Supervisor.

3. Qualifications and Experience:

He/she must/should have:

- Minimum of Class XII passed with Diploma/Certificate in financial management/accounting.
- Minimum 60% in Class XII (aggregate of English and four best subjects)

4. Documents Required:

- Updated Curriculum Vitae (CV) / Resume
- Copy of Degree Certificate and Academic Transcripts, including Class 10 and 12 transcripts/certificates.
- Valid work experience certificates/documents
- Copy of Citizenship Identity Card.
- Security Clearance Certificate (approved online)
- Medical Fitness Certificate.
- Audit Clearance (if applicable)
- List of 2 Recommendation letters from non-family related referees.
- No Objection Certificate (NOC) from employer, for candidates currently in employment.

Note: *Incomplete applications will not be considered. Only shortlisted candidates will be contacted.*

5. Employment Benefits:

- Corporate Allowance: 20% of basic pay per month
- Fixed Allowance: 60% of basic pay per month
- Performance Based Variable Allowance (PBVA): 31.67% of basic pay