

Terms of Reference (Associate Manager for Finance)

The Associate Finance Manager will support the Finance & Accounts office in day-to-day accounting, reporting, budgeting, and compliance activities. The role is designed to provide hands-on exposure to financial operations while developing strong technical and professional skills under supervision.

Specific Duties and Responsibilities:

1. Financial Accounting and Record-Keeping

- Assist in recording financial transactions accurately and timely in the accounting system.
- Support preparation of monthly and quarterly account closures under supervision.
- Assist in reconciliation of bank accounts, advances, receivables, and payables.
- Maintain proper filing and documentation of financial records and vouchers.
- Support adherence to internal accounting policies and Bhutanese Accounting Standards (BAS).

2. Financial Reporting Support

- Assist in preparation of basic financial reports, schedules, and summaries.
- Support compilation of data for management reports such as cash flow statements and expenditure reports.
- Assist in verifying accuracy and completeness of financial information prior to reporting.
- Help maintain data integrity within finance systems and spreadsheets.

3. Budgeting and Monitoring

- Assist in data collection and consolidation for annual budgets and revisions.
- Support monitoring of budget utilization and preparation of variance summaries.
- Assist in tracking project and departmental expenditures against approved budgets.

5. Compliance and Tax Support

- Assist in preparation of tax computations, schedules, and supporting documents.
- Support timely filing of statutory returns and compliance reports.
- Maintain records related to audits, tax filings, and regulatory submissions.

6. Audit and Stakeholder Coordination

- Support preparation of documents for internal, statutory, and other audits.

- Assist in coordinating with auditors, banks, and regulatory bodies as required.
- Help compile financial data and schedules requested by external stakeholders.

7. Systems, Processes, and Learning

- Assist in maintaining accounting systems and spreadsheets.
- Support process documentation and improvement initiatives.
- Learn and apply best practices in financial management and reporting.
- Participate in training and capacity-building programs organized by the organization.

8. Team Support and Professional Development

- Work collaboratively with finance team members and other departments.
- Follow guidance from senior staffs and demonstrate willingness to learn.
- Maintain confidentiality, professionalism, and ethical conduct at all times.
- Take ownership of assigned tasks and meet agreed timelines.

9. Other Responsibilities

- Perform any other finance-related duties as assigned by the Finance Department or Management.