

GreenDigital Limited
Terms of Reference
ToR of Finance Manager, Finance and Accounts Division

The Manager shall be responsible for managing, controlling, and directing the general accounting activities of GDL, and for ensuring GDL's compliance with all legal, statutory, and other corporate requirements in a cost-effective way.

Specific Duties and Responsibilities:

1. Financial Accounting and Reporting

- Undertake monthly and quarterly closing of accounts, ensuring accurate and timely recording of all transactions.
- Ensure timely reconciliation of bank statements, advances, payables, and receivables.
- Maintain adequate internal controls and checks on all journal entries and accounting processes.
- Support the preparation and updating of management reports, such as cash flow statements, monthly performance reports, and other financial summaries.
- Ensure accounting policies and practices comply with GDL's policy guidelines and Bhutanese Accounting Standards (BAS).
- Ensure accuracy, completeness, and integrity of all financial data and reports.

2. Budgeting and Financial Planning

- Assist in the preparation, review, and consolidation of annual budgets of GDL
- Monitor budget implementation and variances, providing analysis and recommendations for corrective actions.
- Support long-term financial forecasting and scenario analysis to inform strategic decisions.

3. Strategic Business Partnering

- Provide financial insights and analytical support to business units and new ventures.
- Conduct feasibility studies, cost-benefit analyses, and financial planning for new projects and partnerships.
- Advise and mentor startup units on financial processes, systems, and controls.
- Establish sound financial management and reporting mechanisms for new ventures.

4. Stakeholder Collaboration

- Collaborate with cross-functional teams including HR, Operations, Legal, and Senior Management to support informed decision-making.
- Liaise with external stakeholders such as auditors, tax authorities, banks, and regulatory bodies.
- Coordinate and support statutory audits, RAA audits, etc., ensuring timely resolution of audit observations.

- Communicate financial performance, risks, and recommendations clearly to internal and external stakeholders.

5. Compliance and Taxation

- Ensure compliance with all applicable accounting, tax, and regulatory requirements.
- Handle and resolve tax-related matters, including filings, assessments, and correspondence with authorities.
- Support implementation of Bhutanese Accounting Standards (BAS) and related financial reporting frameworks.

6. Process Improvement and Systems Enhancement

- Evaluate and enhance accounting processes, systems, and internal controls to improve efficiency and reliability.
- Drive automation and digital transformation initiatives to streamline financial operations.
- Stay updated with technological advancements and industry best practices in finance and accounting.

7. Mentoring and Leadership

- Lead, mentor, and develop the finance team to ensure high performance and professional growth.
- Foster a culture of collaboration, accountability, and continuous improvement within the department.
- Serve as a subject matter expert in financial analysis, reporting, and compliance.
- Support internal capacity-building programs on finance business integration.

8. Reporting and Presentation

- Prepare, review, and present accurate financial reports, analyses, and dashboards to senior management and the Board.
- Communicate complex financial data clearly, translating it into actionable business insights.
- Ensure all reports are compliant with BAS, regulatory requirements, and internal policies.
- Present financial results and insights to support strategic planning and performance management.

Perform any other assignments as required by the Department or Senior Management.

9. Personal Specifications & Attributes

Additionally, he/she must have:

- Good analytical and numeracy skills
- Good communication skills
- High Integrity/ethics, and the ability to meet the deadlines.
- Strong spreadsheet skills and Data analysis and SAP knowledge
- Experience in business planning or financial advisory preferred.
- Familiarity with SAP and data analytics tools (e.g., Excel, Power BI).
- Exposure to entrepreneurship or incubation programs
- Accounting knowledge

10. Other requirements

- Curriculum Vitae (CV)
- Copy of Master/Bachelor's Degree Certificates and Academic transcripts, Academic transcripts of Class 10 & 12
- Letter of job experience
- Copy of Citizenship ID Card (Back & Front)
- Security Clearance Certificate (screen shot copy of approved online)
- Audit Clearance Certificate (If employed)• Medical Fitness Certificate (Valid for 6 months)
- 2 referrals/recommendation letters from non-family related referees

11. Employment Type

- Regular

12. Salary & Other Benefits

- Salary and benefits shall be fixed within the existing GDL pay scales.