

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title: Assistant Finance Officer**
- 1.2 **Position Level: 8**
- 1.3 **Occupational Group: Professional Position**
- 1.4 **College/OVC: Gyalpozhing College of Information Technology**

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

- Effective Financial and Budget Management of the college

3. GENERAL ROLES AND RESPONSIBILITIES: *(Representative Work Activities as provided in Position Directory)*

- I. Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;
- II. Review and validate transactions related to allowances, arrear claims and other payables to minimize error;
- III. Facilitate auditing through production of all records and evidences;99
- IV. Support the preparation of 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;
- V. Support the preparation of budget proposals for OVC/College and submit to the DPR.
- VI. Participate in budget discussions;
- VII. Process release requests
- VIII. Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- IX. Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;
- X. Support the facilitation and the preparation of mid-year budget reviews for OVC/ College;
- XI. Involve in review exercise of expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- XII. Assist in the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects;

- XIII. Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts;
- XIV. Coordinate management of vehicles and its movements in the case of Colleges; and
- XV. Perform any task that may be assigned from time to time.
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- XVII. Perform any task that may be assigned from time to time.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

- I. Delivery of Management Reporting for effective college activities.
- II. Statutory Financial and Fiscal reporting.
- III. Stewardship over the college's financial resources to maintain and manage strategic growth.
- IV. Process daily transactions related to income, expenditure, capital projects and financing.
- V. Governance and ensuring proper internal controls in implementing financial policies from Royal University of Bhutan.
- VI. Ensure compliance with International Financial Reporting Standards for SME's
- VII. Custodian of procurement process compliance for monetary efficiency.

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1 Education: BBA/B Com Finance

5.2 Experience: Preference shall be given to those who have worked as Assistant Finance / Finance Officer

5.3 Knowledge Skills and Abilities:

- I. Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- II. Good communications skills both in terms of written and speaking.
- III. Sound analytical skills with knowledge in planning, management, and execution of projects and activities.
- IV. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.