

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:	Administrative and Technical Staff
1.6 College/OVC:	Jigme Namgyel Engineering College

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 the review and validation of transactions related to allowances, arrear claims and other payables to minimise error;
- 3.3 Assist in facilitating auditing through production of all records and evidences;
- 3.4 Assist in preparation of financial progress reports, financial statement and other related reports for submission to College Finance Committee and to the OVC for consolidation of financial statements at the University level;
- 3.5 Support the preparation of budget proposals for College and submit to the DPR.
- 3.6 Participate in budget discussions;
- 3.7 Process release requests
- 3.8 Participate in the review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 3.9 Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for the College;
- 3.10 Assist in the facilitation of the preparation of mid-year budget reviews for the College;
- 3.11 Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 3.12 Coordinate management of vehicles and its movements in the case of Colleges; and
- 3.13 Perform any task that may be assigned from time to time.
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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 (Finance)

5.2 Experience: Experience in the relevant field would be a added advantage.

5.3 Knowledge Skills and Abilities:

- 5.3.1** Conversant in the area of responsibilities both in terms of technical knowhow and changing 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 projects and activities.
- 5.3.4** Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.3.5** Ability to work in teams and ready to work beyond working hours.