

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Sr. Finance Officer**
- 1.2 Position Level: P3**
- 1.3 Major Group: Audit & Finance Services Group**
- 1.4 Sub-Group: Finance, Accounting & Budget Services**
- 1.5 Job Code No.: 06.360.03**
- 1.6 Job Location (*Complete as appropriate*):**

Ministry: Ministry of Finance ; Department: _____ ; Division: _____ ; Section: _____ ; Unit: _____ .

- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): **Dy. Chief Accounts Officer or Chief Accounts Officer.****
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2. PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the positions. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: To represent the Ministry of Finance in Departments and Dzongkhags and to facilitate smooth and efficient functioning of the finance section/division and ensure prompt, reliable and responsive delivery of financial services to the public. The job therefore is not restricted to managerial aspects only but to ensure that the Government resources are used judiciously, economically and efficiently in achieving the planned programmes and goals.

| Duties and Responsibilities | % of Time |
|---|------------------|
| <ul style="list-style-type: none"> ▪ Compile budget proposals from the departments/sectors. ▪ Coordinate and attend for annual budget discussion. ▪ Assist Mid-Year budget Review. ▪ Process budget re-appropriation, transfers and withdrawals. ▪ Coordinate and compile BUP projections in collaboration with the department/sectors. ▪ Ensure timely settlement of all bills and invoices by making sure that the bills and vouchers processed by the subordinates are scrutinized as per rules. ▪ Ensure statutory deductions and other recoveries are made according to the rules and remitted to the designated account within the stipulated time frame. ▪ Ensure any accounting errors are promptly rectified. ▪ Ensure the taxes, fees, revenues are timely collected and deposited into designated account. ▪ Facilitate external and internal audit with submission of required documents. ▪ Make site visits whenever necessary for joint measurement with audit. ▪ Participate in the departmental/sector/GYT level tender committee. ▪ Prepare and submit financial statements and other reports to the donor agencies and other relevant government organizations. ▪ Ensure timely issuance and monitor on the encashment of cheques. ▪ Ascertain accurate budget balances, bank balances and cash balances. ▪ Enforce the Financial rules and regulations and guide his counterparts and assistants in the prompt and efficient performance of their tasks. | |

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| <ul style="list-style-type: none"> ▪ Perform any task that may be assigned from time to time. | |
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3. **KNOWLEDGE AND SKILLS REQUIREMENTS** *(Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability):*

3.1 Education: B.Com/BA(Economics)/BBA

3.2 Training: Additional training in Accounting and Financial Management.

3.3 Length and type of practical experience required: Minimum experience of 4 years as Accounts officer or equivalent experience.

3.4 Knowledge of Language(s) and other specialized requirements: Spoken and written Dzongkha and English. Knowledge of local dialects will be an added advantage. Good communication skills and should possess the basic computer knowledge.

4. **COMPLEXITY OF WORK** *(Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work):*

The work is highly complex and involves implementation and usage of different methods such as internal check and control systems. Duties involve tasks that require analytical skills, ability to evaluate the existing internal check and control systems and take decisions in an environment that is confusing. The job also involves reviewing project performance in terms of financial aspects and physical progress. It therefore involves analyzing and critically commenting on the complex documents like feasibility reports, project documents, Project Evaluation and Review Techniques. Financial analysis such as analytical reviews, Net Present Values has to be carried out while preparing and submitting the plans and the budget to the Government.

5. **SCOPE AND EFFECT OF WORK** *(Describe the breath of work performance, and the effect the work has on the work of others or the functions of the organization):*

The work performance covers all the units, sections, divisions, projects and departments in the employee's organization and the departments under Ministry of Finance. It consists of planning, developing and carrying out vital innovative and professional programs essential to the mission of the Agency

By adhering to all the duties and responsibilities there would be an ideal financial management system in the Organization. The whole system will become transparent and staff will be more accountable and responsible. All disbursement will be made with accurate precision and time, there will be no under and over payments, no delays and the flow of funds will be smooth and uninterrupted. The projects will be successful, works will not get delayed due to scarcity of funds, staff would get paid in time, suppliers and contractors will not have rooms for complaints, the loans and advances of the Financial Institutes would be repaid timely, there will be good internal check and control system in place and it will make the job of the Audit easier, timely reports shall be made available to the Government and the donors and as a result all these will have a positive impact on the economy of the Country.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions** (*Describe controls exercised over the work by the Superior, how work is assigned, reviewed and evaluated*):

In line with the goals and objectives of the agency, the work requires efficient implementation of the financial system. The work is performed independently, adhering to the financial standards and initiatives.

6.2 **Guidelines** (*Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

The basic guidelines such as Financial Rules and Regulations 2001, Procurement Manual, Bhutan Civil Service Rules, Income Tax rules, various Government circulars and addendums are available, this is a job where the employee encounters conflicting and vague rules, loopholes in the statutes and regulations, which could be interpreted in many ways and therefore needs their adaptation and interpretation.

7. **WORK RELATIONSHIPS** (*Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*):

There are frequent personal contacts with senior officials, project managers and heads of departments within and outside the employee's organization to obtain,

clarify or exchange information, perform a service, negotiate transactions, resolve conflicts and to provide or seek advices/approvals.

Frequent contacts are also made with the officials of the Ministry of Finance for mobilization of donor aided and RGOB funds, for promotion, training and transfer of finance personnel and with auditors for resolving audit observations in Dzongkhags or Departments.

8. **SUPERVISION OVER OTHERS** *(Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised):*

Supervises as a line manager around 15 administrative, technical and accounting staff under him/her. The efficient discharge of their professional duties and responsibilities are monitored and supervised as frequently as possible.

Technical supervision in Finance and Accounting is given to a large number of employees including the Dzongkhag Sector Heads and to the head of the Departments or Organizations

9. **JOB ENVIRONMENT** *(Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions):*

Job environment of this post is not very conducive. It involves frequent tours on foot to various sites for physical verification and requires strenuous physical exertion and exposure to extreme weather conditions. Back in the office, this job invites unpleasant repercussions from the contractors/suppliers for incidences of reduction of claims due to imposition of penalties, deduction of advances, unauthorized claims, unavoidable delays in payments, etc. At times it leads to unpleasant confrontations and there is tendency to hold grudges.