



Rural Enterprise Development Corporation Limited
(Post Box No: 1512, Norzin Lam, Thimphu)

REDCL/Staff/2016/001

21st June 2016

VACANCY ANNOUNCEMENT

Rural Enterprise Development Corporation Ltd. (REDCL) is pleased to announce the following vacant post:

1. Designation: Accountant

No. Required: 1

Qualification: Class XII Commerce + Diploma in Financial Management (2yrs) / Diploma in Commercial Accounting (2yrs)

2. Remuneration:

Starting Basic Salary of Nu. 14,430-360-21,630 plus 25% corporate allowance and other benefits as per the service rules of REDCL.

3. Skills and Work Experience:

- a) At least 3 years of work experience in the relevant field with a good track record in the Civil Service or corporate/private sector.
- b) Good knowledge of commercial accounting systems, (Tally), and
- c) Computer & IT literate.

4. Job description:

1. Prepare Bank reconciliation statement every month
2. Posting to General Ledger and sub ledger
3. Reconcile sub ledger balances with General Ledger
4. Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
5. Get vouchers signed and forward to cashier.
6. Prepare payroll & make remittances including salary forwarding.
7. Maintain various registers like Investment register, Earnest money deposit register, TA/DA register, Inward bill register etc.
8. Reconcile stock balance with accounts every month.
9. Book keeping
10. Any other work-assigned by authority from time to time.

5. Documents required:

1. Curriculum Vitae/Resume
2. Security Clearance (NOC)
3. Copy of the Citizen I.D Card
4. Medical Fitness Certificate
5. Academic Transcripts (CI-XII and Diploma)
6. For in-service candidates, NOC from the employer.

Please submit your applications to REDCL Office latest by 4th July 2016. Only the names of the shortlisted candidates will be announced and the interview date will be informed accordingly.

For further information please contact the PR & Media Officer at 339240/41.

Chairman
REDCL