

<ul style="list-style-type: none"> iii. Present to the department/sectors on the approved budget and the importance of Budget Utilization Plan (BUP). iv. Budget execution: <ul style="list-style-type: none"> ✓ Review the budget status and prepare revised estimates on monthly basis. ✓ Undertake field visits to ascertain the physical progress of programs, projects and activities and ensure against deviations from the approved plans; v. Provides leadership to wide range of subordinate finance personnel by assigning duties, closely monitoring and evaluating their performance and approving leave, official tour and by recommending their training, promotion and transfer. vi. Prevents and detects loss, waste and misuse of Government funds and property by imposing financial by-laws, introducing internal control systems, and by taking appropriate actions against defaulters. vii. Analyses, forecasts and recommends interim financial measures and strategies, such as budget and expenditure reductions for economy and efficiency. viii. Develop annual work plans for the Finance Division. ix. Advise and assist management for compliance on the financial rules and regulations in implementing the budget. x. Institute internal check and control for the organization for timely collections, disbursements and remittances of funds. xi. Participate in Ministerial/Inter Ministerial Tender Committees. xii. Develop service delivery standard and standard operating process for subordinate to have effective management system. xiii. Review and verify the supplementary request, fund re-appropriation, transfer of fund and recommend for approval. xiv. Lead the mid-year budget review with the departments/ sectors. xv. Participate as a key observer in the DT meeting/departmental 	
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meeting and advise on any financial issues.	
xvi. Responsible for upholding the financial integrity of the organization	
xvii. Arrange audit of the financial affairs and operations of organizations by inviting auditors, settle financial disputes and audit observations by interpreting rules, recovering dues, processing write-off of irrecoverable dues, replying audit memos and by coordinating and conducting meetings between the Royal Audit Authority and Departments/Ministry.	
xviii. Represent the Ministry of Finance through secondment in international organizations and public/joint sector corporations.	
xix. Carry out any other works assigned/delegated by the heads of the Agency/superiors	

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).

3.1 Training: Advanced training in auditing, accounting, public finance, financial management and managerial economics.

3.2 Length and type of practical experience required: Minimum experience of 4 years as Dy. Chief Accounts Officer or equivalent experience.

3.3 Knowledge of language(s)/other specialized requirements: Spoken and written Dzongkha and English. Knowledge of local dialects will be an added advantage. Knowledge of computer and procurement procedures.

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, specialized and challenging and requires high level of professionalism, analytical ability, and highly innovative approach in carrying out the

task of budgeting, accounting, reporting and reviewing. It also entails professional review, analysis and evaluation of operations, systems and procedures.

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 his Ministry. A sound Financial Management System shall promote efficiency, accountability and transparency and it will have a positive effect on the economy of the country and to all the stakeholders such as employees, contractors, financial institutes, auditors etc.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE**

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

The work is performed independently and is reviewed and evaluated on the basis of achievement of broadly defined targets and goals set by the organization. The Ministry of Finance and other line Ministries/Agencies issues only general policy guidelines.

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 Financial Manual, the Procurement Manual, the Income Tax Manual, Bhutan Civil Service Rules and other general guidelines, rules and regulations are frequently referred to while discharging professional duties and responsibilities

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 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.

Regular 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.

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):*

This position is responsible for the supervision as a line manager of up to 30 administrative and finance personnel .As a technical expert, supervision is given to a large number of employees and other stakeholders.

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):*

The work requires extensive travels for physical inspection of projects, field offices

and development works and involves strenuous physical exertion due to long distance travels. While in office, the work invites unpleasant repercussions from payees owing to instances of reduction of claims due to imposition of deductions, recovery of advances, unauthorized and inadmissible claims. The employee is held responsible by the Royal Audit Authority for any financial irregularity of his organization.