Terms of Reference (TOR)

1. Accountant

The Accountant will prepare financial statements, maintain cash controls, prepare the payroll, purchase, maintain accounts payable and manage office operations expenses. The Accountant must work within the Financial Manual and Procurement Manual of BMF and will also carry out any other work assigned by the Executive Director. Additionally, the Accountant will be responsible for HR and administrative functions of the Foundation, including its social enterprise Thimphu Press Club.

1.1 Responsible to: Executive Director

1.2 Qualification and Competencies:

- Minimum secondary education (Class XII) with 1-2 years Diploma or 2 years certificate with 4 years' of work experience in accounting, finance, admin, and business management.
- Knowledge of policies and key issues in finance/accounting like income tax, non-profit/CSO accounting system and others;
- Good knowledge of accounts and finance, RGoB financial and taxation rules and regulation;
- Understanding of fund flow management, financial control and reporting;
- Good command in computer applications with software based accounting.

1.3 Duties and Responsibilities:

Account and Finance:

- Maintain office account, preparation of payment/ receipt vouchers;
- Check all the invoices and get necessary approval;
- Updating the accounts regularly;
- Monthly reconciliation of bank balance and fund of the projects;
- Preparation of payroll and voucher and ensure correct deduction of Provident Fund, GIS, Salary Tax, personal expenses and advances if any;
- Maintain Personal account in proper order;
- Support on preparation of budget and periodic financial statements and report;
- Dealing communicating with financial related issues with the project partners and stakeholders;
- Timely deposits of Income Tax and other taxes and submission to the Revenue and Customs Office in prescribed form and formats.

Fund Management:

- Take the lead role for Business Planning of the Foundation which includes Business plan for the sustainability of the foundation, plan for deposit collection (From share, certificate of deposit, donor agencies etc).
- To prepare Investment Plans & Strategies for BMFs Funds;
- To devise, review & monitor the investment portfolios and advice the BMF Board on a periodic basis;
- To monitor the performance and makeup of the example portfolios and assess the requirements of change;
- Advice on Investment in Commercial undertakings for the BMF fund and without prejudice to the foregoing, the Accountant shall consider and make recommendations in relation to the appointment of consultant(s) - legal/financial institutions to assist the Board for analyzing various investment opportunities;
- To apprise the Board of the continued effectiveness of the investments from time to time;
- To advise & to give presentation to the Board, with a view to monitoring the continued suitability of the investment strategy of the funds.

Administration, Procurement, Inventory and logistic:

- Procure office consumable as required;
- Support on preparing service contract;
- Support on procuring equipments and materials for organization;
- Keep up to date records of inventory (goods and services);
- Arrange travel ticket, hotel and vehicles for staff and consultants;
- Support on arranging official events;
- Support ED in auditing and other administration and financial matters as required;
- Maintain confidentiality and back up of important documents both hard and soft copies;
- Carry out financial monitoring and report to the Executive Director

Administration Functions:

- Administer the daily office operations and coordinate logistic requirements for the office.
- Prepare reports on the activities of assigned staffs;
- Purchase goods and services according to the methodological norm regarding purchase within the BMF procedures;
- Arrange and maintain filling system regarding its own activity, according to the legal provisions and internal norms;
- Other administrative duties as assigned.

HR Functions:

Responsible for providing all personnel management and administration for all staff including but not limited to:

- Develop suitable TORs for all future appointments as required. Once TOR are established and approved by the Executive Director, he/she shall post, source, collate applications and provide initial assessment and review of all candidates, and conduct short listing of most suitable candidates for employment;
- Plan for upcoming permanent staff positions by conducting speculative recruitment and database replenishment to enable swifter appointment by BMF for internal positions at time of expansion or staff resignation;
- Career management, with the ED of all permanent staff members, administering initial contracting and administration, contract amendments, grievance and dismissal procedure documentation;
- Absence Management (Holiday, Sick, and/or other leave);
- Travel management and administration of all travel related to the BMF staff;
- Personal Records management of all HR paperwork, ensuring all original personal records are updated and maintained at BMF;
- Identify training, mentoring, coaching and counseling needs of BMF staff, and work with ED to develop appropriate strategies to address HR issues;
- Any other HR related matters as directed by the ED.

Policy and Legal:

- Maintenance of the Service Rule Book for permanent staff, ensuring all Foundation policies are maintained (incl. grievance and dismissal procedure, absence policies, etc.);
- Create and manage general business admin policies and administrative instructions as required by employees for them to understand their entitlements and Foundation rules/policies in consultation with Executive Director;
- Monitor and ensure that BMF adheres to the Bhutan Labor laws and regulations;
- Management of all Consultant & Employee Legal Contract Agreements.

Insurance:

- Manage employees' insurance;
- Ensure newly appointed staff are immediately added to insurance policies and maintain quarterly rosters to the insurers of staff changes;
- Management of Employee Insurance claims and provide support on employee confidential matters;
- Ensuring timely payment from Underwriters, efficient payment to beneficiaries, and compassionate family/personnel management during insurance crises.

HR Database:

- Manage Permanent Employee's HR database;
- Responsible for implementing the HR database for usage by the Executive Director and other authorized parties, thereafter ensuring the HR database is used efficiently, effectively and compliantly, and all users are trained to use as such;
- Perform any other duties as may be assigned.