**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Finance Officer

1.2 Position Level: 7

1.3 Occupational Group: Administrative& Technical Staff

* 1. College/OVC: College of Natural Resources

1. **MAIN PURPOSE OF THE POSITION***:*

The Finance Officer is responsible for managing the financial operations of the organization, ensuring accurate financial reporting, and maintaining financial health. This role supports strategic financial planning, budgeting, and risk management.

1. **GENERAL ROLES AND RESPONSIBILITIES:**
2. Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;
3. Review and validate transactions related to allowances, arrear claims and other

payables to minimize error.

1. Facilitate auditing through production of all records and evidences
2. Support the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;
3. Support the preparation of budget proposals for OVC/College and submit to the DPR.
4. Participate in budget discussions;
5. Process release requests
6. Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
7. Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;
8. Support the facilitation and the preparation of mid-year budget reviews for OVC/

College;

1. Involve in review exercise of expenditure patterns as per the approved budget to

facilitate better implementation and proper expenditure reporting;

1. Assist in the management of donor funded projects in terms of fund release, fund

receipt and fund balance for recommending any additional release or advance

for externally funded projects;

1. Correspond with relevant agencies on issues related to deposits, releases and

transfer of fund in the budget fund accounts

1. Coordinate management of vehicles and its movements in the case of Colleges; and
2. Perform any task that may be assigned from time to time.
3. Coordinate management of vehicles and its movements in the case of Colleges; and
4. Perform any task that may be assigned from time to time.
5. **SPECIFIC ROLES AND RESPONSIBILITIES:**
6. **Financial Planning and Analysis**

* Develop and implement financial strategies to support organizational goals.
* Conduct financial analysis and forecasting to inform decision-making.

**2. Budget Management**

* Prepare annual budgets and monitor performance against them.
* Review and approve expenditures in accordance with budget allocations.

**3. Financial Reporting**

* Prepare timely and accurate financial reports, including income statements, balance sheets, and cash flow statements.
* Present financial reports to senior management and stakeholders.

**4. Compliance and Governance**

* Ensure compliance with relevant financial regulations, laws, and standards.
* Implement and maintain internal controls to safeguard financial assets.

**5. Risk Management**

* Identify financial risks and develop mitigation strategies.
* Conduct regular financial risk assessments.

**6. Cash Flow Management**

* Monitor cash flow to ensure sufficient liquidity for operational needs.
* Manage accounts receivable and payable to optimize cash flow.

**7. Audit and Accounting**

* Oversee accounting functions, including ledger maintenance, reconciliations, and audits.
* Coordinate internal and external audits, ensuring compliance with audit requirements.

**8. Investment Management**

* Oversee the organization's investment portfolio.
* Analyze investment opportunities and make recommendations.

**9. Financial Advisory**

* Provide financial advice and support to various departments.
* Assist in the development of financial policies and procedures.

#### **5**. **Qualifications and Experience**

* BBA/B.Com (Finance)
* Minimum [3] years of experience in financial management or related roles.
* Strong knowledge of financial regulations and accounting principles.
* Proficiency in financial software ( Tally and ePEMS)
* Excellent analytical and problem-solving skills.
* Strong communication and interpersonal skills.

#### 4. **Key Competencies**

* Strategic thinking and planning.
* Attention to detail and accuracy.
* Leadership and team management.
* Decision-making and judgment.
* Financial acumen and risk management.