**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title : Accounts Assistant

1.2 Position Level : 10

1.3 Occupational Group : Administrative& Technical Staff

* 1. College/OVC : College of Natural Resources

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

The purpose of the work is to facilitate judicious utilization of government funds year marked for a particular government Ministry/Department / Project/Agency in a most efficient and effective manner by applying reasonable degree of due diligence, care and judgement when making the payment of government funds within the broad financial guidelines. The resources so utilized must be translated into accounting report such as the monthly expenditure report, Receipt and Payment Statement, the budget variance report, the bank reconciliation statement that serves as a basis for decision making by the supervisor.

1. **GENERAL ROLES AND RESPONSIBILITIES:**
2. Process for settlement of all employee related claims and all other types of expenditures of the department/Unit in line with the broad financial guidelines with due diligence and care.
3. Process payment of contractors and suppliers claims and check for the compliance of the claims in respect to the following documents viz. the NIQ, the contract agreements, Work Orders/purchase orders, Estimates, Bills of Quantities, entries in the measurement books, Material at Site Account Register, work deviation approval, expenditure sanctions, stock entries, budget availability, Hindrance Registers, work completion certificates handing/ taking over notes, verification/approval by the competent authority and for arithmetical accuracy.
4. Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
5. Verify payments as to the completeness of the claims and in conformity to the rules.
6. Ensure that all the statutory deductions and other recoveries are affected and remitted to the concerned agencies/beneficiaries within the time frame required by the statue in vogue.
7. Ensure that all the claims are settled within the stipulated time frame.
8. Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required by the financial statue and update daily with no error.
9. Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time.
10. Close the cash book on a daily basis and reconcile the accounts to ascertain the fund balance.
11. Maintain the paid vouchers in chronological order for future reference and auditing purpose.
12. Perform all bank related duties.
13. Safe custody of the financial documents and data.
14. Prepare and generate monthly accounts.

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1. **Education:** Class XII with Diploma {2 years in DFM or equivalent)
2. **Experience:** Preference will be given to candidate with working experience
3. **Knowledge Skills and Abilities:**

**Knowledge:**

1. A solid understanding of basic accounting concepts, principles, and procedures (e.g., double-entry bookkeeping, debits, and credits).
2. Knowledge of local and international financial regulations, including tax laws, compliance standards, and financial reporting requirements.
3. Familiarity with popular accounting software (Tally, Government Account system such as ePEMS)
4. Knowledge of how to prepare financial statements such as balance sheets, income statements, and cash flow reports.
5. Understanding of payroll processes, including salary calculations, deductions

**Skills:**

1. Ability to work with numbers accurately and analyze financial data to identify trends, variances, and discrepancies.
2. Precision in recording transactions and balancing accounts to avoid errors in financial statements or reports.
3. Strong ability to manage multiple tasks, maintain organized financial records, and meet deadlines for reporting and audits.
4. Advanced skills in using Excel for financial analysis, including using formulas, pivot tables, charts, and data analysis tools.
5. Good verbal and written communication skills to interact with colleagues, vendors,
6. Ability to identify and resolve discrepancies in financial records and reconcile accounts efficiently.
7. Strong ability to prioritize tasks and manage time effectively, particularly during busy periods such as month-end or year-end closures.
8. Ability to work well within a team, often collaborating with accountants, finance managers, auditors, and other administrative staff.
9. Ability to handle sensitive financial information with discretion and maintain confidentiality at all times.
10. Willingness to learn and adapt to new accounting software, changes in financial regulations, or evolving business needs.