



Building for the Future

ToR for the Manager, Finance and Investment Division

Job Title	Manager, Finance and Investment Division
Reports to	Director, Administration and Finance Department
Function	Financial and Accounting
Location	PCAL, Corporate Office, Gomtu, Samtse, Bhutan.

Purpose of job

To review time finance functions in the FID and other profit centers, Compilation of Accounts for PCAL and to provide the day to day finance functions in the FID, Compilation of Accounts reporting to Director (AFD). Guide, advise and lead the finance personnel.

General Duties, Responsibilities and Accountabilities (GDRA)

1. Responsible for making day to day payments on time, ensuring that the rules and procedures in place are adhered to.
2. Consolidation of accounts and reporting the relevant information to the Director (Finance) for submission to the management. The periodic financial statements such as Balance Sheet, profit and Loss Account, and Cash Flow statement along with the relevant ratios to show the periodic performance indicating whether the Annual Financial Targets set with the parent Company at the start of the year are on track, the asset utilization and its generation of income, the generation cost and the revenues earned.
3. Periodic valuation of raw materials, stores & spares, packing materials etc.
4. Follow up on the decision taken during the Management and Board Meetings that are related to Finance.
5. Liaises with auditors to ensure compliance with relevant statutory requirements and standards.
6. Attend to Statutory Auditors, Royal Audit Authority, Revenue & Custom for auditing and assessment.
7. Identify the training needs of the staff in FID and provide guidance when required.
8. Also provide guidance to the staff of finance under various profit centers under PCAL when required.
9. Provide information required by the Director (Finance), other departments, divisions or external parties.
10. Implementation of Bhutanese Accounting Standards.
11. Any other work as assigned.

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**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN**

EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79

Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;

Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791

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Functional Dimensions Contextual Information	
Staff	Staff under the Finance and Investment Division
Internal/ External Roles	Close and effective working relation with external agencies and PCAL employees.
Qualification	Minimum Bachelor Degree (B.Com/BBA in Finance) preference shall be given to Post Graduate Diploma from RIM (PGDFM)
Experience	Minimum 5 years of working experience in the relevant field.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> ● Analytical skill on the financial statements. ● Practical knowledge on Accounting. ● Well versed with Bhutanese Accounting Standards. ● Good understanding of the role of information technology in accounting and financial management. ● Should have standard ethical skills to apply in the day to day finance functions. ● Should have broad understanding of PCAL and its business including current as well as future PCAL business.

Remuneration and Allowances	
Position	Company's Grade VII (RCSC passed with min 5 years experience) Company's Grade VIII (RCSC not passed with min 5 years experience)
Basic Pay Scale	Nu. 23,631.00 (Grade VII) or Nu. 19,362 (Grade VIII) (Negotiable at the time of appointment commensurate with the experience)
Corporate Allowance	25% of Basic Pay
PVBA/Bonus	As per Performance Management System
Incentives/Perks	As per the Company's Service Rule


 Chief Executive Officer

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