



Building for the Future

ToR for the Finance Manager

Job Title	Finance Manager
Qualification	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.
Skills	<ul style="list-style-type: none"> ● Analytical skill on the Financial Statements. ● Practical knowledge on Accounting. ● Well versed in 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 job. ● Should have broad understanding of PCAL and its business including current as well as future PCAL business. ● Exercise honesty, objectivity and discipline in the performance of their duties and responsibilities and at all times maintain their independence. ● Excellent Interpersonal skills ● Strong verbal/written communication ● Proficiency in Microsoft Office Software ● Possess excellent time-management and organizational skills ● Acceptable to work beyond working hours to meet the deadline
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> ● Grade VII ● Basic Pay for Grade VII – Nu. 30,985.00 per Month ● Corporate Allowance - 20% on Basic Pay ● Fixed Allowance - 30% on Minimum Basic Pay Scale ● PVBA/Bonus as per PMS ● Other perks and benefits will be as per the Service Rule of the Company ● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Director (AFD)
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> ● Responsible for making day to day payments on time, ensuring that the rules and procedures in place are adhered to. ● Consolidation of accounts and reporting the relevant information to the Director (Finance) for submission to the management. The periodic financial

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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.

- Periodic valuation of raw materials, stores & spares, packing materials etc.
- Follow up on the decision taken during the Management and Board Meetings that are related to Finance.
- Liaises with auditors to ensure compliance with relevant statutory requirements and standards.
- Attend to Statutory Auditors, Royal Audit Authority, Revenue & Custom for auditing and assessment.
- Identify the training needs of the staff in FID and provide guidance when required.
- Also provide guidance to the staff of finance under various profit centers under PCAL when required.
- Provide information required by the Director (Finance), other departments, divisions or external parties.
- Implementation of Bhutanese Accounting Standards.
- Any other work as assigned.

Chief Executive Officer

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