

Terms of references for Assistant Officer, Administration and Accounts

Summary of Position : The Assistant Officer, Administration and Finance, Bhutan Center for Media and Democracy BCMD shall be responsible to the following works pertaining to Administration and Finance, which would include, but not limited to:

1. Administration:

- 1.1 Office maintenance
- 1.2 Office supplies and procurement
- 1.3 Distribution of BCMD publications
- 1.4 Custodian and record keeper of BCMD furniture and equipment
- 1.5 Logistics

2. Finance:

- 2.1 Assist in preparation, monitoring and submission of project funds.
- 2.2 Bank statement and reconciliation
- 2.3 Preparation of cheques and vouchers
- 2.4 Assist in submitting financial overviews of the organization by using quick book software.

3. Others:

- 3.1 Assist in coordinating with RAA team during audit exercise
- 3.2 Any other duties assigned by the Executive Director