

Terms of references for Accounts and Administration Position

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

1. Accounts :

- 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.

2. 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

3. Others:

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