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BHUTAN CENTRE  
for MEDIA AND DEMOCRACY

## Terms of Reference: Finance Officer

**Grade:** O2

**Duty Station:** Thimphu

**Employment Term:** Term Contract of 3 Years and extendable

### BACKGROUND

Bhutan Centre for Media and Democracy (BCMD) is a civil Society organization based in Thimphu. BCMD works in three core areas: Empowering Accountable, Accountable, Active & Responsible Citizens, Creating Knowledgeable Resources For Citizens and Media Lab - Enabling Citizen Voice. BCMD's vision is, "A vibrant democracy where citizens are engaged and proactive."

### MAJOR DUTIES AND RESPONSIBILITIES

The Finance Officer in BCMD shall be fully responsible in development of BCMD's financial situation, preparation and monitoring of BCMD budget for each project, submission of accounts to respective donors on completion of the project and other related works. The Finance Officer will also be responsible for human resource management and as a supervisor of the Assistant Officer, Finance and Administration. The detailed responsibilities are as follows:

### FINANCE

- In close consultation with the Program Officer, the Finance Officer shall be responsible to develop and present BCMD's Financial situation to the Management regularly.
- The Finance Officer, in consultation with the relevant Programme Officer, shall be responsible to develop budgets, monitor and for ensure timely preparation and submission of the accounts.
- Shall be responsible to submit timely financial reports of the programme to the donors.
- Shall be responsible to regularly update and maintain accounts of BCMD.
- Shall be responsible for proper documentation for reporting and audit purposes.



## **ADMINISTRATION**

- Shall guide and supervise Assistant Officer and ADM, in all types of Procurements, Administration and related tasks.
- Shall guide and supervise Assistant Officers in preparation of cheques and vouchers.
- Shall be the custodian of all financial, accounts and administrative files and records such as Bank Books, statements, related project documents, reports and contracts.
- Shall be responsible for human resource management and related tasks.

## **HUMAN RESOURCE MANAGEMENT**

- Shall guide and oversee the recruitment, promotion, separation and leave-management of BCMD staff.

## **REPORTING AND SUPERVISION**

- The Finance Officer will report to the Executive Director. She/he will also work in close collaboration with other staff of the organization.

## **OTHERS**

- Carry out any ad hoc assignments from Executive Director
- Provide all types of financial guidance to Programme Officers

## **EDUCATION, WORK EXPERIENCE AND PERSONAL QUALITIES**

Some of the personal attributes that the organization seeks in the candidate:-

- She/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill.
- Position requires a high degree of self-initiative, resourcefulness, curiosity, and independence. The incumbent of this position must operate with independence, under pressure to meet deadlines and commitments.
- She/he should have excellent interpersonal and communications skills.
- Integrity & self motivated.

## **QUALIFICATION & WORK EXPERIENCE**

- Minimum Bachelor's degree in Commerce/ Business Administration with at least 3 years of relevant professional experience.

## **DURATION**

- 3 years, extendable based on performance
- Probation of three (3) months.

## **REMUNERATION**

- Negotiable based on experience

## **ADDITIONAL INFORMATION**

- Unsolicited resumes and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.
- BCMD will also conduct reference (professional) and background checks of all potential candidates and recruitment is contingent on the results of such checks.