

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### **1. JOB IDENTIFICATION**

- 1.1 Position Title: Assistant Finance Officer**
- 1.2 Position level: 8**
- 1.3 Occupational Group: Administrative and Technical**
- 1.6 College/OVC: Office of the Vice Chancellor**

### **2. MAIN PURPOSE OF THE POSITION:**

The main purpose is to provide an accurate and timely financial data to assist the College in the management of the Government's scarce and limited resources. The overriding purpose is to be able to report on the financial status of the College and to be able to depict as to how the College has performed during that fiscal year in terms of the target that had been laid down in the fiscal year.

### **3. GENERAL ROLES AND RESPONSIBILITIES:**

- a. Exercise accounting procedures and internal control systems are followed at all times
- b. Assist in the review and validation of transactions related to allowances, arrear claims and other payables to minimise error;
- c. Assist in facilitating auditing through production of all records and evidences;
- d. Assist in preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;
- e. Support the preparation of budget proposals for OVC/College and submit to the DPR.
- f. Participate in budget discussions;
- g. Process release requests
- h. Participate in the review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

- i. Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for OVC/College;
- j. Assist in the facilitation of the preparation of mid-year budget reviews for OVC/College;
- k. Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- l. Coordinate management of vehicles and its movements in the case of Colleges; and
- m. Perform any task that may be assigned from time to time.
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#### **4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

**4.1 Education :** BBA/B.Com or equivalent

**4.2 Experience :** Preference will be given to relevant experience for shortlisting purpose only.

#### **4.3 Knowledge Skills and Abilities :**

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking. Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.