

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Chief, Finance Division**
- 1.2 Position Level: 4**
- 1.3 Occupational Group: Administrative & Technical**
- 1.4 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The Chief, Finance Division will assist the Director of Planning and Resources to:

- Establish appropriate accounting and resource control system for the University.
- Oversee the management of the University's financial resources and ensure efficient use of resources.
- Lead the formulation, review and implementation of University's investment and financial plans and policies.

3. GENERAL ROLES AND RESPONSIBILITIES:

- Oversee the implementation of financial policies and procedures of the University.
- Ensure that accounting procedures and internal control systems are strictly exercised at all times;
- Provide technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;
- Oversee the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and consolidate the financial statements to be submitted to APRC/UC;
- Lead the preparation of budget proposals for OVC and submit to the DPR.
- Ensure release requests are made on time.
- Advise on budget adjustments such as supplementary appropriations, transfers, and re-appropriations, and withdrawals

- Review budget status and prepare Revised Estimates for OVC on a quarterly basis;
- Facilitate the preparation of mid-year budget reviews for OVC;
- Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- Formulate and implement investment plans and strategies for the University.
- Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and
- Perform any task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES: (provide list of other specific task that is not covered by the Representative Work Activities)

- Review and implement RUB Financial Manual.
- Lead the implementation of International Financial Reporting System (IFRS)
- Assess the current expenditure pattern and recommend changes for the improvement of spending systems in the OVC as well as the University.
- Initiate statutory auditing in the University and follow up until such time as an internal auditor is recruited.
- Lead the development and implementation of financial module on RUB IMS (Information Management System) in coordination with the ICT Division.
- Prepare and review budget for the OVC and present review report to SMT on quarterly basis. And also work as focal person for the Department of Planning and Resources regarding budget preparation.
- Process release requests with Department of Public Accounts.
- Process supplementary, transfer, re-appropriations, gratuity and withdrawals for OVC with Planning Division.
- Manage donor funded projects for OVC related to fund release, fund receipt and expenses.
- Liaise with RAA for annual auditing and carry out follow-up actions until such time as a separate internal auditor is appointed.
- Manage investment plan such as fixed deposits of OVC and explore opportunities for other better investment schemes.
- Manage Research Endowment Fund for the University.
- Serve as members of university committees wherever relevant.

- Identify and coordinate training for financial personnel in the University.
- Prepare financial statement for the OVC and consolidate college financial statements and submit to APRC/UC.
- Carry out bank reconciliation statement for CD account at OVC on monthly basis.
- Carry out any other tasks as may be assigned from time to time.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: BBA/B.Com (in Accounting or Finance) or any other field related to Finance and Accounting

5.2 Experience: Minimum 10 years of experience in the relevant field at professional positions

5.3 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.