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SAMTSE COLLEGE OF EDUCATION



Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

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|-----|----------------------------|-----------------------------|
| 1.1 | Position Title: | Assistant Finance Officer |
| 1.2 | Position Level: | 8 |
| 1.3 | Occupational Group: | Administrative & Technical |
| 1.4 | College/OVC: | Samtse College of Education |

2. MAIN PURPOSE OF THE POSITION:

To carry out duties and responsibilities pertaining to financial services of the college

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1. Exercise accounting procedures and internal control systems are followed at all times
- 3.2. Assist in the review and validation of transactions related to allowances, arrear claims and other payables to minimize error
- 3.3. Assist in facilitating auditing through production of all records and evidences
- 3.4. 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
- 3.5. Support the preparation of budget proposals for OVC/College and submit to the DPR
- 3.6. Participate in budget discussions
- 3.7. Process release requests
- 3.8. Participate in the review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 3.9. Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for OVC/College;
- 3.10. Assist in the facilitation of the preparation of mid-year budget reviews for OVC/ College;
- 3.11. Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 3.12. Coordinate management of vehicles and its movements in the case of Colleges; and
- 3.13. Perform any task that may be assigned from time to time.





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SAMTSE COLLEGE OF EDUCATION



4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1. Providing effective financial control on all capital projects and liaising fully with other stakeholder including project managers, where there is execution of works
- 4.2. Supervising over accounts/finance staff under his/her authority, entrusted with the receipt and expenditure of money through efficient and regular checks, against the occurrence of misappropriation or negligence.
- 4.3. Identifying new income growth with creativity
- 4.4. Maximizing deposits and/or profits within all college functions
- 4.5. Ensuring that all revenues due to the College are collected, and payments due by the College including employee benefits and official recoveries are paid/disbursed.

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

5.1 Education: BBA / B. Com (Finance)

5.2 Experience: Experience in the relevant field would be an added advantage

5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- 5.3.2 Good communications skills both in terms of written and speaking.
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.3.5 Ability to work in teams and be ready to work beyond working hours.
- 5.3.6. Ability to guide the College Management with innovative ideas to identify alternative revenue generating sources to supplement the income generated from existing sources.





Royal University of Bhutan

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