

Terms of Reference for Assistant Admin/Finance Officer

JOB PROFILE

Under the broad guidance of the Executive Director, the Assistant Administration and Finance Officer is in-charge of Administration, Finance, Logistics and Human Resource Management of the Organization and will play a crucial role in ensuring the management of staff, documents, expenses, disbursement of funds and logistical arrangements and supporting the development of BTI staff, and providing HR oversight to ensure compliance with HR policies and procedures as per the BTI Service Manual.

DUTIES AND RESPONSIBILITIES:

1. ADMINISTRATIVE FUNCTION

- Administer the daily office operations and coordinate logistic requirements for the office.
- Supervise assigned staff, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- Coordinate the procurement of goods and services according to the methodological norm regarding purchases within the BTI procedures;
- Arranges and maintains filing system regarding its own activity, according to the legal provisions and internal norms;
- Any other duties as may be assigned by the Executive Director.

2. FINANCIAL FUNCTIONS

- The AFO is responsible for BTI's accounting, budgeting, assets management, financial and fiscal reporting according to the law and administrative management.
- Coordinate the relationship with internal and external auditors. Besides this relationship, all other duties/tasks of the AFO work will be supervised by the ED.
- Carry-out disbursements and payments in relation to the Budget Plan and in coordination with the ED and BTI Staffs;
- Verify data and check finance documents for completeness, mathematical accuracy and consistency;
- Carry-out regular financial book keeping and develop expenses reports; and,
- Issue expenditure orders, payments of salary according to the approved budget of income and expenditures, internal regulations and legal / contractual provisions.

3. HR FUNCTIONS

a. Recruitment & Personnel Management

AFO is responsible for providing all personnel management and administration for all permanent staff including but not limited to:

- Develop suitable TORs for all future appointments as required. Once TOR are established and approved by the Executive Director, the AFO shall post, source, collate applications and provide initial assessment and review of all candidates, and conduct short listing of most suitable candidates for employment;
- Plan for staff positions and Career management;

- Travel management and administration of all travel related to the BTI staff;
- Personal Records management of all HR paperwork, ensuring all original personal records are updated and maintained at BTI;
- Identify training, mentoring, coaching and counseling needs of permanent staff, and work with Heads of Division to develop appropriate strategies to address HR issues; and,
- Any other HR related matters as directed by the ED.

b. Policy & Legal

- Maintenance of the Service Rule Book, ensuring all Organization policies are maintained (incl. grievance and dismissal procedure, absence policies, etc.);
- Create and manage general business admin policies and administrative instructions as required by employees for them to understand their entitlements and Organization rules/ policies in consultation with Executive Director;
- Monitor and ensure adheres to the Bhutan Labor laws and regulations;
- Management of every Legal Contract Agreements for Consultant & Employees.

c. HR Database

- Manage Employee's HR database.
- Responsible for implementing the HR database for usage by the Executive Director, Heads of Division, and other authorized parties, thereafter ensuring the HR database is used efficiently, effectively and compliantly, and all users are trained to use as such.
- Perform any other duties as may be assigned

4. Account and Finance:

The Finance Officer is responsible for preparing financial statements, maintaining cash controls, preparing the payroll, purchasing, maintaining accounts payable and managing office operations expenses. The Finance Officer must work within the Financial Manual and Procurement Manual of BTI.

- Maintain office account, preparation of payment/ receipt vouchers;
- Check all the invoices and get necessary approval;
- Updating the accounts regularly;
- Monthly reconciliation of bank balance and fund of the projects;
- Preparation of payroll and voucher and ensure correct deduction of Provident Fund, GIS, Salary Tax, personal expenses and advances if any;
- Maintain Personal account in proper order;
- Support on preparation of budget and periodic financial statements and report;
- Dealing communicating with financial related issues with the project partners and stakeholders;
- Timely deposits of Income Tax and other taxes and submission to the Revenue and Customs Office in prescribed form and formats.

a. Fund Management:

- Take lead role for Operational Planning of the organization which includes programme plan for the sustainability of the Organization, plan for deposit collection (From share, certificate of deposit, donor agencies etc.).
- To prepare Investment Plans & Strategies for BTI's Funds;
- To devise, review & monitor the investment portfolios and advice the BTI Board on a periodic basis;
- Monitor the performance and makeup of the example portfolios and assess the requirements of change;
- Advice financial methodology in undertakings for the BTI fund and without prejudice to the foregoing, the AFO shall consider and make recommendations in relation to the appointment of consultant(s) - legal/financial institutions to assist the Board for analyzing various investment opportunities;
- To apprise the Board of the continued effectiveness of the investments from time to time;
- To advise & to give presentation to Board, with a view to monitoring the continued suitability of the investment strategy of the funds.

b. Administration, Procurement, and Inventory and logistic:

- Procure office consumable as required;
- Support on preparing service contract;
- Support on procuring equipment's and materials for organization;
- Keep up to date records of inventory (goods and services);
- Arrange travel ticket, hotel and vehicles for staff and consultants;
- Support on arranging official events;
- Supervise and coach to the subordinates for proper use of Organization resources and finances ensuring value for money;
- Support ED in auditing and other administration and financial matters as required;
- Maintain confidentiality and back up of important documents both hard and soft copies;
- Carry out financial monitoring and report to ED.

5. QUALIFICATION & COMPETENCIES:

- Bachelor's degree, BBA/BCOM or preferably in business administration, public administration, finance, accounting; or a relevant combination of academic qualification and significant experience in a related field;
- At least 3 years progressively responsible experience in human resource and administration policies, financial regulations, field operations, etc.;
- Has strong leadership quality with ability to garner team work conflict management;
- Has analytical, good writing and essential computer skills;
- Ability to multi-task and work under stress;
- Good command in computer applications with software-based accounting (Tally);
- Excellent command of both written and spoken Dzongkha and English.