

DE-SUUNG SKILLING PROGRAMME (DSP)
SKILLING PROGRAMME & JOBS

JOB DESCRIPTION

1	Position		Finance Manager
2	Employment		Deputation/Contract/Regular
3	Category		Professional
4	Qualification requirements		Bachelor's degree (full time) in BCOM/BBA from a recognized university.
5	Slots		1
6	Department		Shared Services
7	Division		Accounts & Finance
8	Unit		Finance
9	Posting		Head Office, Thimphu
10	Reporting authority		Head, Shared Services
11	Reviewing authority		Head, Shared Services
12	Administrative reporting		Head, Shared Services
13	Subordinates	5	Finance Assistant! A1
14	General responsibilities	1	Manage day-to-day operations of DSP programs, ensuring they meet objectives and deadlines.
		2	Lead and motivate teams, providing direction, support, and performance feedback.
		3	Allocate and manage resources, including personnel, equipment, and budgets, to optimize program delivery.
		4	Develop and implement operational plans that align with strategic goals.
		5	Ensure the quality and consistency of program delivery through regular reviews and continuous improvement initiatives.
		6	Prepare and present regular reports on program performance and outcomes to executives and stakeholders.
		7	Work closely with other departments and external partners to achieve program goals.
15	Specific responsibilities	1	To prepare annual budget with clear forecast for income and expenditures
		2	Maintain books of accounts as per BAS
		3	Prepare monthly, quarterly, half yearly and annual trial balance, P/L account and situation of the company as per BAS.
		4	Carry out bank reconciliation
		5	Maintain and monitor sales and purchase accounts

		6	Disburse payments and other remittances
		7	Coordinate with TCM and clear all utilities bills on time
		8	Liaise with RAA and attend auditors and provide support to have the accounts audited on time.
		9	File Returns with Tax Authorities and Registrar of Companies.
		10	Any other works related to accounts and others as may be required from time to time.
16	Core Competencies		
	1.Strategic Visioning & Innovation –Ability to set long-term goals, and foster creativity to drive innovation within the program. 2. Analytical Thinking & Decision-Making – Strong critical thinking skills to assess situations, make informed decisions, and solve complex problems efficiently. 3. Risk Management & Contingency Planning – Be proactive in identifying potential risks, with the ability to formulate backup plans and navigate uncertainties. 4. Adaptability & Flexible Thinking – Adjust to new challenges and evolving program demands with a positive mindset, ensuring the program remains agile. 5. Collaboration & Team Building – Foster a cooperative environment where team members work well together, motivating and inspiring them to reach their full potential. 6. Negotiation & Conflict Management – Ensure effective negotiations that lead to win-win outcomes, while managing and resolving conflicts diplomatically.		