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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

TERMS OF REFERENCE

Position: Accounts Officer

Project: IKI Project

Contract terms: 5 years

Reporting line: Chief, Administration and Finance Division (AFD)

Technical backstopping: Chief, AFD and Project Coordinator, IKI.

Duty station: Thimphu

A. Primary Responsibility:

The Accounts Officer shall be placed under IKI project, which would require him/her to carry out an accurate recording and management of the daily financial transactions and accounting of IKI project.

B. Specific duties and responsibilities

Keeping in mind the IKI project financial guideline, Grant Agreement and RSPN's financial norms, the Accounts Officer shall carry out the following specific duties in relation to the project:

I. Recording and maintenance of project transactions

1. Record all the receipt and expense transactions of the project into the books of accounts in accordance with the financial rules.
 2. Maintenance of separate books of accounts in Tally accounting software.
 3. Restrict ineligible recording and maintenance in the books of accounts.
 4. Prepare cheque, transfer of money (in consultation with Chief), timely collection of statements from bank and copies maintain in respective files.
 5. Ensure all the statutory deductions and other recoveries are recorded and remitted timely to the concerned agencies and beneficiaries.
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6. Verify bills, adjustments, receipts and other related supporting documents before recording in the books of accounts.
7. Prepare cashbook and bank reconciliation on monthly basis.

II. Reporting and documentation of the project

1. Prepare timely financial reports as per the donor requirement and submit to the Chief FID and Project Coordinator IKI, for review and onward submission to PDD.
2. In close consultation with the Chief, AFD, and Project Coordinator, facilitate to furnishing all the financial information (besides the report) as and when required by the donor.
3. Prepare timely financial statements and submit them to the Chief, AFD, and Project Coordinator, IKI for review and information.
4. Proper documentation of all the correspondence and information in respective files both the original and duplicate copies related to the project.
5. Ensure informing project implementors and partners for timely adjustment of an advance and other related receipts and expenses.
6. Prepare periodical work plans and submit to Chief, FID as and when required.
7. Communicate, coordinate, and collaborate closely with the Project Coordinator, project implementor, partners, and stakeholders to avoid misinformation, omission, and errors, and for effective implementation of the project.
8. Undertake any other duties and responsibilities delegated by the Management and Project Coordinator.

C. Knowledge and Experience:

- Hold a minimum of Bachelor's degree in commerce (major in Accounting/Finance)
- Familiar with Bhutan government law and policies related to Finance, Accounting, Tax, Insurance, Banking and etc.
- Knowledge of accounting software packages.