

Bhutan Trust Fund for Environmental Conservation

Terms of Reference for Finance Officer

OVERVIEW

Position Title	: Finance Officer
Employer	: Bhutan Trust Fund for Environmental Conservation (BTF)
Work station	: Thimphu, Bhutan
Employment type	: Regular
Position Level	: O-I (P4)

1. INTRODUCTION

Founded in 1991, Bhutan Trust Fund for Environmental Conservation (BTF) is the first of its kind in the world involving partnership of government and donors specifically committed to environmental conservation under the auspices of the Royal Charter, 2021. The primary function of BTF is to manage its endowment prudently, ensure its growth and provide funding for the promotion of social welfare through environmental conservation by supporting activities for preserving biodiversity, mitigation and adaptation of climate change, enabling human wildlife coexistence and addressing adverse environmental impacts of development on the environment.

BTF's strategic plan, which is updated periodically, is aligned with the overall national priorities for environmental conservation. It ensures that the program support activities are in line with the strategic plan. Since its inception, BTF has provided substantial funding toward establishing protected areas network in the country, capacity building, and supporting smart environment friendly initiatives that have integrated conservation and social development targets and demonstrated the feasibility of a trust fund mechanism to support long-term, sustainable financing of environmental conservation for Bhutan.

2. THE POSITION

The Finance Officer contributes to the work of the Finance Division by:

1. Ensuring accurate and timely availability of budgeting and financial data and data analyses; overseeing daily accounting operations and ensuring their accuracy and preparing internal and external reports on general financial matters.
2. Financial quality and realism of projects being considered for approval; project implementers receive needed assistance with financial management while projects are being executed; and timely disbursement of project funds and update progress reports.

3. RESPONSIBILITIES

1. Coordinate and compile divisional inputs for the annual budget proposal of the BTF Secretariat.
2. Monitor actual expenditures under the BTF operating budget and coordinate the review of division budgets.
3. Prepare a substantive portion of the mid-year and end-year budget utilization reports for the

Board of Trustee.

4. Prepare the annual financial statements as per the applicable Bhutan Accounting Standards (BAS) for Small and Medium Enterprise (SMEs); and BTF accounting policies.
5. Prepare general financial input to the Annual Report.
6. Work with the Administrative Division to ensure appropriate valuation of physical assets and office equipment belonging to BTF.
7. Prepare data and unit costs based on actual budget expenditures and forecasts for strategic financial planning, general financial planning, plan reviews and reports to the Board and the public.
8. Supply data to the CFO for preparation of the income tax exemption for BTF assets in the countries where the endowment is invested and expenditure incurred.
9. Coordinate and attend internal and external auditors on financial matters.
10. Where relevant, serve on internal committees representing finance.
11. Wherever required, provide guidance to subordinates in maintaining day-to-day financial records appropriately.

Note: In the absence of Project Finance Officer and Investment Officer, the FO shall carry out the job responsibilities as prescribed in the TORs of Project Finance Officer and PRI related financial functions in addition to the above specified responsibilities.

4. WORKING RELATIONSHIPS

The Finance Officer:

- reports to the CFO and regularly updates him/her on all financial matters;
- contributes to supervision of the work of the Assistant Finance Officer/Accountant.
- interacts regularly with finance and investment consultants, auditors and donors.

5. QUALIFICATION AND EXPERIENCE

Prerequisites to apply for the post:

1. Minimum of Bachelor's degree (full time) from a recognized university in Accounting, Commerce, Economics, Finance or Business. Candidates having Master's degree or higher in above fields may be given preference;
2. At least seven (7) years' work experience is required (up to 18 months of study period shall be treated as active service in counting years of work experience required);
3. Candidates with work experience of at least three (3) years in relevant fields required;

6. COMPETENCIES

- 1) Good interpersonal and communication skills.
- 2) Strong oral and written skills in Dzongkha and English.
- 3) Good analytical skills.
- 4) Proven skills in critical thinking, assessment and analysis.
- 5) Demonstrated ability in report writing and presentation.
- 6) Good knowledge of computer applications for information collection, management and dissemination.
- 7) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

7. TERMS OF EMPLOYMENT

Regular employment

8. SALARY AND OTHER BENEFITS

Position	Basic Pay			House Rent Allowance (Fixed)	
	Minimum	Increment	Maximum	%	Amount
Finance Officer	32,780	1,640	65,580	20%	6,555

Other benefits and entitlements shall apply as per BTF's Service and Operations Manual.

*** Remuneration may commensurate with candidate's experience in relevant fields, through negotiations.**

9. MANDATORY DOCUMENTS (required to submit along with application)

- 1) Job Application Form with covering letter (*available on BTF website*)
- 2) Curriculum Vitae with details of work experience and position held over different time periods
- 3) Authenticated copy of Degree certificates
- 4) Copy of valid Citizenship ID Card
- 5) Valid Security Clearance Certificate (approved online)
- 6) Valid Audit Clearance, if applicable
- 7) Names and contact details of two professional (non-family related) referees including one from the current/latest employer.

Non-submission of any of the above documents may lead to rejection of application.

Additionally, the following documents shall be produced by the selected candidate prior to his/her appointment:

- 1) No objection certificate letter from the employer, if currently employed.
- 2) A valid medical certificate.
- 3) Any other relevant certificates.