

# **Bhutan Trust Fund for Environmental Conservation**

## **Terms of Reference for Assistant Finance Officer**

### **OVERVIEW**

Position Title	: Assistant Finance Officer
Employer	: Bhutan Trust fund for Environmental Conservation (BTF)
Work station	: Thimphu
Employment type	: Regular
Position Level	: AO-I

### **1. INTRODUCTION**

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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**

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The Assistant Finance Officer furthers the work of the Finance Division by (i) ensuring regular and accurate recording of financial transactions, maintaining day-to-day financial records, seeing that payment obligations are met in a timely manner and (ii) providing direct support to the Grants Finance Officer and indirectly to the Program Division for review of grant proposal budgets, timely disbursement of grant funds and review of periodic financial reports.

### **3. PRIMARY FUNCTION/RESPONSIBILITIES**

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#### **I. Accounting and Budgeting**

1. Scrutinize all incoming bills including claims submitted by vendors and BTF staff, and process for payment accordingly.
2. Enter all financial transactions using the BTF's accounting software (ACCPAC).
3. Ensure timely and accurate disbursement of monthly staff salary, TA/DA and other recurrent payments.
4. Prepare monthly bank reconciliations.

5. Maintain accounting records of physical assets and equipment belonging to the BTF.
6. Assist the Finance Officer with preparation of the annual financial statements.
7. Assist with preparation of the annual budget for the BTF Secretariat in consultation with program and administrative staff.
8. Reconcile advances made to staff and clients.
9. Assist in submission of BTF fund flow status to Ministry of Finance.
10. Daily update FOREX rate received from RMA
11. Prepare and report quarterly on Secretariat budget and expenditure.
12. Assist Finance Officer in attending internal and external auditors on financial matters.

## **II. Grant Operations**

1. Assist in periodic fund disbursements.
2. Assist Grant Finance Officer to monitor and review quarterly/semi-annual financial reports from grantees.

## **III. Investment Portfolio**

Assist CFO/FO in reconciling the local investment portfolio and entry into the BTF's accounting software (ACCPAC).

## **4. WORKING RELATIONSHIPS**

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The Assistant Finance Officer:

- reports to the CFO;
- works in close collaboration with the FO/GFO, Program and Administration Division staff; and
- may interact periodically with consultants, auditors and grantees.

## **5. QUALIFICATION AND EXPERIENCE**

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**Prerequisites to apply for the post:**

1. Bachelor degree in accounting, commerce, economics, or finance.
2. Candidates with work experience in accounting, budgeting or project management may be given preference;
3. Good oral and written communication skills, both in Dzongkha and English.

## 6. COMPETENCIES

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- 1) Strong financial analysis skills
- 2) Ability to multi-task and work within tight deadlines
- 3) Good interpersonal and communication skills.
- 4) Good oral and written skills in Dzongkha and English.
- 5) Good knowledge of computer applications for information collection, management and dissemination.
- 6) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## 7. TERMS OF EMPLOYMENT

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Regular employment

## 8. SALARY AND OTHER BENEFITS

Position	Basic Pay			House Rent Allowance (Fixed)	
	Minimum	Increment	Maximum	%	Amount
Assistant Finance Officer	25,955	1,300	51,955	20%	5,190

*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)

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- 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

**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.