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State Mining Corporation Limited



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**Terms of Reference for Accounts Officer, Dzongthung Stone Quarry, Bartsham, Trashigang**

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**Overall duties**

An Account Officer shall be responsible for operation and management of accounts at Dzongthung Stone Quarry. He/she be responsible for recording transactions, payments and expenses and processing invoices on daily basis; send out bills and invoices, follow up on overdue payments and ensure that a company's invoices and payments match up correctly. He/she shall report to General Manager/Project Manager, Dzongthung Stone Quarry.

**Specific responsibilities**

- Manage accounts and carry out financial transactions as per financial rules and regulations.
- Preparation of bank payment and bank receipt vouchers.
- Verify and process bills, advances and reimbursements.
- Prepare cheque, drafts and maintain proper records.
- Maintain and update books of accounts.
- Safe custody of financial documents and data.
- Prepare monthly bank reconciliation statements.
- Timely remittances such as TDS, Salary Tax, Health Contribution, loan deductions and others.
- Monitor and coordinate with external vendors/clients, other cost centers, divisions in accounting expense payment and other income if any.
- Communicate with clients regarding billing and payments from time to time.
- Follow up and timely collection of overdue payments.
- Prepare project proposal, cashflow forecasting, balance sheet, profit and loss, etc of the company/cost center.
- Conduct financial viability analysis and project capital structuring as and when required.
- Periodically interact and update the management and other relevant groups on the on-going activities.
- Providing financial reports, statistics, forecasts and other necessary data to the management and other business heads.
- Coordinating and appropriately deal with both internal and external auditors.
- Prepare the consolidated accounts of the cost center and submit monthly reports to Corporate Office.
- Resolve conflicts and seek management approval for critical issues.
- Carry out any other activities assigned by the supervisor.



## Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action.
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

## Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold



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**State Mining Corporation Limited**



- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Confidentiality**

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

### **Qualifications and experience**

- Must have bachelor degree in finance/commerce or BBA major in accounts/finance or BA (Economics).
- Must have eight years of experience in finance and accounts in corporate setting or in the public agencies. For master degree candidates, a study period of 1.5 years will be counted as on job experience.
- Preference shall be given to those candidates with experience in relevant field for the purpose of shortlisting.

### **Skills, Knowledge & Attributes Required**

- Must have advanced finance knowledge and skills necessary to analyze and understand the overall capital market.
- Should have strong financial analytical skills.
- Strong oral and written communication skills.
- Impeccable integrity and business ethics.

### **Employment Type**

- Regular. However, option will be given to selected individual whether to be on contract or on regular.

### **Grade, Salary & Others Benefits**

- Grade – M2
- Basic Salary – Nu.34,085.00 (Non negotiable)
- Allowances
  - Corporate Allowance - (20%) or Contract Allowance 30% of the Basic Pay
  - PBVP - 15% of the Basic Pay to be paid at the end of



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MPI the year based on performance.  
- 20% of the Basic Pay (5% to be paid at the end of the year based on achievement of targets)  
Other entitlement/allowance shall be as per HR Manual of the Company.

### Documents required

1. SMCL application form (Download from [www.smcl.bt](http://www.smcl.bt) )
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Two reference letters and the two non-related referees' contact details
4. Documents required:
  - a. Copies of Academic Transcripts and certificates.
  - b. Should have approved valid Security Clearance Certificate online.
  - c. Medical Certificate (Minimum six months validity)
  - d. Copy of Citizenship Identity Card.
  - e. Separation Order/last Promotion Order.
  - f. Audit Clearance if employed
  - g. No Objection Certificate (to be submitted within 7 days after declaration of the result).

### Application dateline

The application deadline is on or before 10<sup>th</sup> March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under "Documents Required" during office hours.

### Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge receipt of the Accounts Officer's job description for Dzongthung Stone Quarry, State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name and signature) .....

CID. No. ....



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Place: .....

Date: .....

**Note:**

*The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.*