

**DRUK HYDRO ENERGY LIMITED**  
**TERMS OF REFERENCE FOR**  
**FINANCE/ASSISTANT FINANCE OFFICER**

<b>Title of Position:</b>	<b>Finance/Assistant Finance Officer</b>
<b>Reports to:</b>	<b>Head, Administration &amp; Finance Officer</b>
<b>Function:</b>	<b>Administration &amp; Finance Division</b>
<b>Job Summary:</b>	
<p>The respective Finance Officers/Assistant Finance Officers shall have responsibilities for day to day operation and functioning of AFD. The respective officers shall undertake specific works for salary and welfare, book and budget, cash and bank, work supplies and bills, material accounting, and financial accountant as delegated and assigned by the supervisor.</p> <p>The respective officer must work within the Financial Management Act, policies, and procedures and be in compliance with all other Acts and Legislation.</p>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Broadly, all the Finance Officers shall be delegated the following works proportionately in different fields for the smooth functioning of AFD: <ul style="list-style-type: none"> <li>• Financing</li> <li>• Main works</li> <li>• Infra works</li> <li>• Suppliers Bills</li> <li>• Material Accounting</li> <li>• Budgeting</li> <li>• Audits &amp; Accounts</li> <li>• Committee works</li> </ul> </li> <li>▪ Preparation &amp; compilation of budget, overseeing cash flow in various construction works, hire charges for various establishments (buildings), advertisement and bills, compilation and submission of financial reports, coordinating audit-related works, filing of CIT, preparing of annual accounts and involve as a committee member of tender committees.</li> <li>▪ Administer assets, disbursement of monthly salary and employee benefits, perform remittance of third parties including TDS, and oversee consultancy &amp; construction bills, vehicle hire charges, and supply/procurement-related payments.</li> <li>▪ Settlement of employees' claims for TA/DA, Medical, imprest recoupment, reimbursement of bills and settlement of employee advances/bills, handling of cash-related transactions,</li> <li>▪ Clearing of employee-related liabilities (for DGPC deputed &amp; on contract employees) of salary such as loans, GIS, PF, etc. to respective agencies.</li> <li>▪ Monitor the System of Audit Clearance Certificate.</li> <li>▪ Handling receipts of proceeds from the sale of tender.</li> <li>▪ POL recoupment for government vehicles.</li> <li>▪ Utility bills (Telephone &amp; Internet, Electricity, Water Charges, and other Municipal taxes)</li> <li>▪ Any other tasks assigned from time to time.</li> </ul>	

<b>Reporting</b>	
<ul style="list-style-type: none"> <li>▪ Report directly to the Head, Administration, and Finance and attend regular Progress Review Meetings at the Project level as well as at the Company level.</li> <li>▪ Submit regular Progress Reports reflecting the progress of the construction works carried out by the Contractor and also underscore issues that may require the intervention of the Project Director or the Chief Executive Officer.</li> </ul>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>▪ Effective contract management</li> <li>▪ Civil works completed with quality</li> <li>▪ Timely completion of the work</li> <li>▪ Less frequency of maintenance required</li> <li>▪ Cordial relationship with contractors/stakeholders</li> </ul>	
<b>Qualification, Key Skills, and Competencies</b>	
<p><b>Qualification:</b> Minimum Bachelor's Degree in Accounting/Finance with a minimum existing grade of S1 and above in DGPC.</p>	<p><b>Key Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>▪ Strong analytical skills with an ability to evaluate and propose strategic options.</li> <li>▪ Ability to think critically and strategically in difficult conditions.</li> <li>▪ Commitment to ensuring knowledge transfer and capacity building.</li> <li>▪ Excellent interpersonal communication, relationship-building, and networking skills.</li> <li>▪ Ability to work under pressure and meet tight deadlines.</li> <li>▪ Respect, integrity, commitment, diversity, stress tolerance, excellence, and building partnerships/team work.</li> </ul>