

Assistant Finance Officer (AFO)

Job Title:	AFO
Position Level	Supervisory
Reports to:	GM (Finance)
Office:	Finance
Function:	AFO has day-to-day responsibility for all aspects of the project's finances including payroll, accounting, financial reporting and financial management.
Job Summary:	
<ul style="list-style-type: none"> • The AFO is responsible for overall financial management, compliance, equity and operations oversight. He/She is responsible for ensuring that DGPC requirements for budget planning, monitoring, and reporting are fully met in a timely manner, and the establishment and management of financial and operational that support the project. • He/She shall ensure that an appropriate quantity and quality of staff are recruited and selected and motivated to meet its objectives. S/he is also responsible for loan compliance mainly for finance and operations. • He/She will be ultimately responsible for running smooth, efficient, and compliant project operations. 	
Key Responsibilities:	
<p>Finance and Accounting</p> <ul style="list-style-type: none"> • Responsible for making day-to-day payments on time, ensuring that the rules and procedures in place are adhered to while releasing the payments. • Consolidation of accounts, budget, and reporting the relevant information to the Management. • Follows up on the decisions taken during the Management and Board Meetings that are related to Finance. • Liaises with auditors to ensure compliance with relevant statutory requirements and standards. • Monitoring the performance of the staff in Finance Division and providing guidance when required. • Provides information required by the management/outside parties etc. • Implementation of Bhutanese Accounting • Other duties as assigned by the GM and CFO 	
Reporting	
<ul style="list-style-type: none"> • Report directly to GM and attend the regular Progress Review Meetings at the Project level as well as at the Management Level. • Submit regular financial reports reflecting the financial position of each project and also underscore issues that may require the intervention of the Chief Executive Officer and CFO. 	

Key Performance Measures:	
<ul style="list-style-type: none"> • Achievement of yearly targets. • Implementation of Financial and HRM policies, guidelines, and frameworks. • Reduced cost overruns. • Sourcing and availability of funds. • Reduced delay in disbursement of claims/payments. • Compliances with financial regulations. • Reduced the number of audit memos. 	
Qualification, Key Skills, and Competencies	
Qualification: <ul style="list-style-type: none"> • Diploma in Financial Management (RIM) with minimum of 10 years of work experience OR with at least 10 years of relevant work experience/ Bachelor's Degree in Administration/Commerce (Finance/Accounting). • Preference will be given to those with knowledge of SAP (FICO) and relevant experience. 	Key Skills & Competencies: <ul style="list-style-type: none"> • Strong understanding of finance, supply chain, information communication technology (ICT), and project management processes; • Significant experience in financial monitoring, budget systems, and internal controls. • Excellent oral and written communication skills. • Strong analytical, interpersonal, and multi-tasking skills. • Excellent leadership skills and demonstrated ability to manage and work effectively in team situations. • Proven ability to prepare budgets, contract/sub-contracts, and financial reports. • Demonstrated capacity and prior experience in supervising others as a coach/mentor to train staff and develop the financial skills of colleagues. • Ability to work under pressure and meet tight deadlines. • Respect, integrity, commitment, diversity, stress tolerance, excellence, and building partnerships/teamwork