

Accountant

Title of Position:	Accountant
Position Level	Supervisory
Reports to:	Senior Finance Officer/ GM Finance
Function:	Finance Division
Job Summary:	
Responsible for verifying bills as per the orders (DoP, Service Manual of KHPL, Contract Documents, Purchase Orders) and Timely payment. Recording of Financial data to the proper budget heads and its interpretations to the internal/external agencies as and when demanded.	
Key Responsibilities:	
<ul style="list-style-type: none">▪ Checking/passing the payments as per norms of DoP and Contract documents.▪ Ensures timely payment to the payment receivers within 2 to 3 days from the date of receiving bills from the respective functions.▪ Timely payment to external agencies before due date/deadlines.▪ Monthly remittance of Taxes to the Department of Revenue and Customs office.▪ Monitor and ensure expenditure of project funding is made in accordance with KHPL's Missions and Visions.▪ Check budget lines to ensure that all transactions are correctly booked to the correct budget lines.▪ Ensures proper documentation against each payment released.▪ Be in a position to clarify against the adjustment entries, you have passed.▪ Be accurate, transparent, accountable, and responsible for the work assigned by the supervisors.▪ Updating Accounts Payable/accounts receivable of KHPL and making timely reports to the concerned authorities.▪ Be conversant with the taxes and duties of the Royal Government of Bhutan.▪ The company's revenue should be deposited immediately.▪ Timely submission of reports/financial data as and when required by the GM (Finance & CFO)▪ Work as a team, with No fear, No Doubt, and in the interest of the Project▪ Any other works assigned from time to time.	
Reporting	
<ul style="list-style-type: none">○ Report directly to the GM (Finance), and timely report to the concerned authorities on accounts payable/receivable of KHPL.	

Key Performance Indicators	
<ul style="list-style-type: none"> ▪ Accuracy, speed, and efficiency of transactional processing. ▪ Timely completion of the work. ▪ Compliance with accounting standards. ▪ No time delay in the submission of monthly reports. ▪ No complaints about a delay in payments to the stakeholders. ▪ No mistakes in the reports and payments above. ▪ Cordial relationship with contractors/stakeholders. 	
Qualification, Key Skills, and Competencies:	
Class X with 2 years certificate course in accounting/Finance (RIM) with at least 10 years of experience/Class XII with Diploma in Financial Management (RIM) with 5 years of experience	Key Skills and Competencies: <ul style="list-style-type: none"> ▪ Excellent knowledge of accounting and related financial procedures. ▪ Familiarity with accounting software, such as FICO. ▪ Efficient and extensive experience in project invoicing and billing to ensure adequate payment services. ▪ Working knowledge of Hydro Power Project constructions. ▪ Meticulous attention to detail and a high level of accuracy. ▪ Good communication and interpersonal skills. ▪ Ability to multitask and thrive in a fast-paced environment. ▪ Ability to work under pressure and meet tight deadlines. ▪ Respect, integrity, commitment, diversity, stress tolerance,excellence and building partnerships/teamwork.