

## Senior Finance Officer (SFO)

<b>Job Title:</b>	SFO
<b>Position Level</b>	Managerial
<b>Reports to:</b>	GM(Finance)
<b>Office:</b>	Finance
<b>Job Summary:</b>	
<ul style="list-style-type: none"><li>• Senior Finance Officer 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.</li><li>• 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.</li><li>• He/She will be ultimately responsible for running smooth, efficient, and compliant project operations.</li></ul>	
<b>Key Responsibilities:</b>	
<b>Finance and Accounting</b> <ul style="list-style-type: none"><li>• Responsible for making day-to-day payments on time, ensuring that the rules and procedures in place are adhered to while releasing the payments.</li><li>• Consolidation of accounts, budget, and reporting the relevant information to the Management.</li><li>• Follows up on the decisions taken during the Management and Board Meetings that are related to Finance.</li><li>• Liaises with auditors to ensure compliance with relevant statutory requirements and standards.</li><li>• Monitoring the performance of the staff in Finance Division and providing guidance when required.</li><li>• Provides information required by the management/outside parties etc.</li><li>•</li><li>• Implementation of Bhutanese Accounting</li><li>• Other duties as assigned by the CFO &amp; GM (Finance)</li></ul>	
<b>Reporting</b>	
<ul style="list-style-type: none"><li>• Report directly to CFO and attend the regular Progress Review Meetings at the Project level as well as at the Management Level.</li><li>• 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.</li></ul>	

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