**Term of Reference of the Sr. Finance/Accounts Officer, Kaja Throm, Thimphu.**

The term of reference (TOR) for a Senior Finance Officer at Kaja Throm outlines the roles, responsibilities, qualifications, and expectations associated with the position. The following TOR provides a framework for the key duties and qualifications of the role.

**Title:** Senior Finance Officer

**Department:** Finance

**Reports To:** Manager(s) and Department of Agricultural Marketing and Cooperatives, MoAL.

**Location: Kaja Throm, Thimphu**

**Position Summary**: The Senior Finance Officer is responsible for overseeing the financial operations of the Kaja Throm, Thimphu. This includes managing budgets, financial planning, reporting, and ensuring compliance with financial regulations. The Senior Finance Officer will also have to maintain the proper financial record as per the government rules and regulation for the annual auditing purposes.

**Key Responsibilities:**

1. **Administration:**

* Oversee allotment of space of the Kaja Throm for the awarding of the space by the awarding committee.

1. **Accounting & Financial Management:**

* All monthly rental should be collected and deposited in the CD account of Kaja Throm through MBoB;
* Issue of the receipt of the monthly rent deposited to the occupant and any revenue collected at Kaja Throm,
* Oversee day-to-day accounting functions, including accounts payable and receivable.
* Maintaining financial records and proper documentation.

1. **Financial Analysis & Reporting:**

* Prepare monthly, quarterly, and annual financial reports for Kaja Throm management and to Department.
* Preparation of monthly Bank Reconciliation Statement.
* Report/present monthly financial status to the Kaja Throm Mgt and Department.

1. **Compliance & Audit:**

* Maintain all the records of the financial transaction of the Kaja Throm both hard copy and soft copy for the Auditing purposes.
* Sees and advice the mgt on the government rules and regulation on the expenditures to be made from the CD account.
* Coordinate auditors during financial audits and implement recommendations.
* Follow up with the Audits memos if any with the help of the Kaja Throm Mgt and the Department

1. **Other Duties:**

* Perform other related duties as required by the Manager(s), Kaja Throm and the focal & head of the Kaja Throm from the Department.

**Working Conditions:**

* Typically, office-based with frequent need to visit stalls.
* Six Working Days (Monday, Wednesday, Thursday, Friday, Saturday and Sunday). Only Tuesday is Off.

**Contract Duration: 2 years:** Renewable as per his/her performance.