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Terms of Reference (ToR) for Assistant Accounts Officer

Position Title: Assistant Accounts Officer

Organization: Ability Bhutan Society (ABS)

Location: Thimphu, Bhutan

Duration: Contract for 18 months

Reporting To: Executive Director/Program Manager

Background: Ability Bhutan Society (ABS) is a nonprofit organization dedicated to supporting individuals with disabilities through advocacy, education, and empowerment initiatives. To ensure effective financial management and accountability, ABS seeks a qualified and committed accountant to manage its financial operations and contribute to its mission of fostering inclusivity and support for people with disabilities.

Objective: The primary objective of this role is to maintain accurate financial records, ensure compliance with financial regulations, and provide financial insights to aid decision-making within ABS. The accountant will ensure that funds are managed responsibly and transparently to achieve the organization's goals.

Responsibilities and Task:

- Maintain accurate financial records, including ledgers, journals, and accounts.
- Prepare monthly, quarterly, and annual financial reports.
- Ensure compliance with internal policies, donor requirements, and statutory obligations such as CSOA act and department of revenue and custom.
- Prepare budgets for programs and projects.
- Monitor budget utilization and provide regular updates to management.

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- Coordinate with external auditors to ensure timely audits.
- Implement audit recommendations to strengthen financial systems.
- Process monthly payroll and ensure compliance with tax regulations.
- Prepare and submit required tax filings and returns.
- Monitor and report on the utilization of donor funds.
- Ensure compliance with donor agreements and reporting requirements.
- Maintain accurate asset registers and inventory records.

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5. Required Qualifications and Experience:

- Minimum of Class 12 passed out (Commerce Stream) with Diploma certificate in Financial Accounting/Management.
- Minimum of 1 to 2 years experiences in accounting, preferably in the Civil Society Organization Sector.
- Proficiency in accounting software (e.g., QuickBooks)