





# ལྷོ། འབྲུག་ལྷོགས་གྲུབ་སྤྱི་ཚོགས།

## ABILITY BHUTAN SOCIETY

- 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 )