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Dungsam Cement Corporation Limited
(Royal Government of Bhutan Undertaking)
Nganglam: Pemagatshel



Finance Manager/Asst. Manager

Job Title

Finance Manager/Asst. Manager

Job Objective

The Assistant Finance Manager/Manager will be responsible for the overall financial and accounting functions in the company.

Primary Responsibility (Financial, Customer, Process & People responsibilities)

Financial

- Takes responsibility for improving profitability by identifying cost reduction opportunities in departmental operations through appropriate and timely information support and analysis.
- Ensures the availability of information on key operational and cost parameters at every stage of the supply chain

Customer

- Assist Division Head - Finance & Accounting in developing strategic plans and standard processes & systems for efficient operations of the company.
- Analyze the performance of the organization periodically using financial information, identify and report long-term issues that may impact the organization.
- Identify areas of improvement in accounting & reporting and suggest methods for improving the efficiency.

Process

- Assist Account Heads in providing timely financial data to the Management and Board on matters related to expenditure and revenue;
- Provide financial reports, statistics, forecasts, and other necessary data to the management, Board, shareholders, and all other stakeholders;
- Maintain proper book of accounts;
- Assist in preparing financial statements such as the balance sheet, income statement, and cash flow of the Company by the BAS and any other relevant rules;
- Assist in planning audit, liaise with RAA/Statutory Audit and Tax Audit during auditing;

- Ensure timely settlement of bills (receipts and payments) and invoices by making sure that the bills and vouchers processed are as per rules;
- Controls irregular, excess, inadmissible, unauthorized, and unbudgeted payments by ensuring that all financial rules, regulations and procedures are strictly followed;
- Perform such other assignments as required by the management.

People

- Ensure capability development of self by overseeing implementation of appropriate training and development systems and policies
- Provide support in implementing other HR related initiatives
- Develops the capabilities to take on higher responsibilities while performing the given/in charge responsibilities at various level within department.

Key Result Areas	Key Performance Indicators
Financial	
Adherence to compliance	% adherence to related compliances as per corporate laws
Process	
Timely reporting of MIS	% adherence to all reporting timelines
Quality of Data	No. of errors data
People	
People development	% adherence to PMS timelines for self
Organizational Relationship	Upward: Division Head -Accounts Downward: FAD staffs Functional liaison: All functions of the company
Desired qualification	BBA/B.Com in Financial and Accounting background