

**TERMS OF REFERENCE**

<b>Job holder name:</b>	<b>Designation:</b> Accounts Manager
<b>Job grade:</b> Manager	<b>Directly reports to:</b> Chief Financial Officer

**Job purpose** {define the key aspects of the role briefly – why does the job exist?}:

The Accounts Manager is responsible to manage and oversee the accounting operations of the Bank, ensuring accurate financial reporting, compliance with regulatory requirements, and effective financial management. The role also involves managing a team of accounting professionals, coordinating with other Departments and implementing financial policies and procedures to optimize the Bank’s financial performance.

**Key responsibilities** {define the key responsibilities of the job}:

1. Financial Reporting and Analysis:
  - 1.1 Prepare and present accurate financial statements, reports and forecasts.
  - 1.2 Analyze financial data to identify trends, variance and opportunities for improvement.
  - 1.3 Ensure timely submission of regulatory and statutory financial reports.
  
2. Regulatory Compliance:
  - 2.1 Ensure compliance with financial regulations and reporting requirements.
  - 2.2 Stay updated on changes in financials regulations and standards, and implement necessary changes in the Bank’s accounting practices.
  
3. Budgeting & Forecasting:
  - 3.1 Develop, implement, and monitor the bank’s annual budget.
  - 3.2 Provide financial projections and forecasts to support strategic planning and decision-making.
  
4. Internal Controls & Audit:
  - 4.1 Establish and maintain effective internal control systems to safeguard the Bank’s assets.
  - 4.2 Coordinate and support internal and external audits, and implement audit recommendations.
  
5. Team Management:
  - 5.1 Lean, mentor, and develop the Accounts Section team to ensure high performance.

- 5.2 Conduct performance evaluations and provide feedback to team members.
6. Financial Strategy & Planning:
  - 6.1 Collaborate with senior management to develop financial strategies that support the Bank's Objectives.
  - 6.2 Provide financial insights and recommendations to improve profitability and operational efficiency.
7. Relationship Management:
  - 7.1 Maintain effective relationship with external auditors, regulatory authorities, and financial institutions.
  - 7.2 Collaborate with other Departments to ensure integrate financial management.
8. Any other works assigned by the Chief Financial Officer from time to time.

**Areas of contribution** {define the key areas of performance measurement}:

The Accounts Manager plays a crucial role in an organization's financial stability and efficiency. They ensure smooth daily tasks within the Accounts Division and provide regular updates to the CFO.

**Authorities & decision making** {define the key authorities implicit to the job but not financial responsibilities}

The Accounts Manager has the authority and decision-making power to oversee daily operations.

**Experience & knowledge required** {define the experience & knowledge required to do the job well}

**Qualifications:** Bachelor's degree in Accounting/B. Com (Finance)

**Experience:** 12 years with minimum of 5 years of experience as an Accounts Manager, preferably in the Banking Sector.

**Knowledge & Skills:**

- ✓ Strong knowledge of Bhutanese Accounting Standards (BAS), BFRS, financial regulations and Banking industry Standards.
- ✓ Proficiency in SAP BUSINESS ONE ERP software.
- ✓ Excellent analytical, problem solving, and decision- making skills.
- ✓ Strong leadership and team management abilities.
- ✓ Effective Communication and interpersonal skills.

✓ High level of integrity.

**Complexity & judgment** {define the job complexities & areas where judgment by jobholder is vital}

Navigating intricate financial analyses, ensuring stringent regulatory compliance, effectively coordinating audits, managing intricate tax matters, making astute investment decisions, overseeing daily operations with precision and strategically guiding financial decisions.

**Approvals** {signatures in this section denote agreement to the job description}:

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		