



ལོད་ལྷན་གཞི་ཚོགས།
Loden Foundation

Thimphu Bhutan | P.O. Box. 131
Tele: +975-77195599 / +975-77195588
Email: info@loden.org
Social Media: @lodenfoundation
www.loden.org

Terms of Reference (TOR) for Accounts Officer/Assistant

Job Title: Accounts Officer/Assistant

Reports to: Finance Manager

Location: Loden Foundation Office, Thimphu

Job Description

Position Summary: The Accounts Officer/Assistant will oversee general accounting functions and financial management at Loden Foundation. Additionally, this role will manage the Loden Loan Book, ensuring accurate recording, reporting, and reconciliation of loan transactions.

Anyone with a minimum of a diploma in accounting and or finance may apply, and the post of application, whether an assistant or an officer, will be addressed during the interview. Deciding parameters would be your qualification, experience, and quality of interview response.

Duties and Responsibilities: The Accounts Officer's role encompasses a wide range of financial and accounting responsibilities, including but not limited to:

A. General Accounting:

- Maintain accurate and up-to-date financial records using appropriate accounting software.
- Prepare financial statements, budgets, and reports for management and external stakeholders.
- Process invoices, payments, and reimbursements in compliance with established procedures.
- Reconcile bank statements, accounts payable and receivable, and resolve discrepancies.
- Assist in preparing annual audit materials and liaise with auditors during the audit process.
- Manage petty cash transactions and maintain proper documentation.
- Maintain accurate records of accounts payable and accounts receivable.
- Assist in payroll processing and associated compliance.



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B. Loden Loan Book Management:

- Maintain a comprehensive record of all loan transactions, ensuring accuracy and completeness.
- Monitor loan disbursements, repayments, and interest calculations.
- Communicate with borrowers and ensure adherence to loan terms and conditions.
- Prepare regular reports on the status of the loan portfolio, including delinquency rates and recovery efforts.
- Collaborate with the Loan Officer to ensure seamless loan administration and accurate record-keeping.

C. Financial Reporting and Analysis:

- Generate timely financial reports, including income statements, balance sheets, and cash flow statements.
- Analyse financial data to identify trends, variances, and areas for improvement.
- Assist in the preparation of budget forecasts and financial projections.

D. Compliance and Controls:

- Ensure compliance with financial regulations, internal policies, and reporting requirements.
- Assist in developing and implementing internal controls to safeguard financial assets.
- Participate in financial audits and support audit-related activities.

E. Communication and Collaboration:

- Collaborate with cross-functional teams to gather financial information and support decision-making.
- Provide financial insights to assist in strategic planning and resource allocation.
- Communicate effectively with internal stakeholders on financial matters.

F. Loan Portfolio Monitoring:

- Monitor loan repayments, interests, and associated charges to ensure accuracy and completeness.
- Analyse delinquency patterns and recommend appropriate actions to mitigate risk.
- Coordinate with borrowers to address payment-related inquiries and resolve issues.



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G. Data Reconciliation and Reporting:

- Reconcile loan portfolio data with accounting records to ensure consistency and accuracy.
- Prepare regular reports on loan portfolio performance and trends for management review.
- Develop strategies for enhancing loan recovery rates and minimising defaults.

Qualifications:

- Diploma or Bachelor's degree in Accounting, Finance, or a related field.
- Professional accounting qualification (e.g., ACCA, CPA) is a plus.
- Relevant experience in accounting and financial management.
- Proficiency in accounting software, particularly Quickbooks software and MS Office, Excel preferred.
- Strong understanding of financial regulations and reporting requirements.

Skills and Competencies:

- Strong analytical and problem-solving skills.
- Attention to detail and accuracy.
- Excellent organisational and time management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of loan management systems is advantageous.

Performance Goals:

- Ensure accurate and timely recording of financial transactions.
- Maintain loan portfolio records accurately and manage delinquencies effectively.
- Generate financial reports on schedule and provide meaningful analysis.
- Enhance financial controls and compliance.
- Optimise loan recovery efforts and minimise defaults.



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Working Conditions:

- Standard office hours with flexibility based on workload.
- Willingness to work overtime as needed, with compensation per organisational policy.
- Ability to attend meetings and events outside regular working hours.
- Represent Loden at events and meetings as required.

Physical Requirements:

- Ability to work on a computer for extended periods.
- Occasional travel may be required.

Remuneration Package

Remuneration Range of Accounts Officer/Assistant	
A. Income from Salary	Amount (Nu)
Basic salary	Nu 18,000-35,000
Local Travel and Communication Allowance	Nu 1500
Gross Salary	
B. Deductions	Amount (Nu) Based on the salary level
Provident fund	
Health contribution	
TDS	
GIS	
Salary advance:	
<ul style="list-style-type: none">● The salary slab for an assistant accounts officer is Nu 18,000- Nu 25,000● For accounts officers, the salary slab is Nu 25,000- Nu 35,000● Depending on the applicant's qualifications and experience in the relevant field, the position will be discussed during the interview process.	