

Terms of Reference

JOB TITLE/POSITION	:	Associate Accounts Officer
DEPARTMENT/SECTION	:	Revenue & Accounts Section
REPORTS TO	:	Head, Revenue & Accounts Section, Thimphu

RESPONSIBILITIES

- Update sales related to Thimphu debtors.
- Check and pass related entries.
- Collection of all debtors' for Thimphu.
- Debtor age analysis.
- Obtain balance confirmation from related debtors.
- Compile and report (if any anomalies) revenue bank reconciliations
- Any works assigned by supervisor.

REQUIRED QUALIFICATIONS (Competencies)

- Should have a minimum of bachelor's degree in B. Com / BBA / BBM (with Accounts).