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Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
CORPORATE HEADQUARTERS



Terms of Reference (ToR)

Position Title	Accounts Officer
Location	FCBL Corporate Headquarters, Phuentsholing
Grade	M4
Pay & Allowance	<ol style="list-style-type: none">1. Basic Pay: Nu. 21,990 (Pay scale: 21,990 - 550 - 32,990)2. House Rent Allowance (HRA): 20% of basic pay3. Fixed Allowance: Nu.12,300/Month4. LTC: Nu. 1250/month5. Other benefits: PBVA & other entitlement as per FCBL Service Rules. <p>Note: Pay is negotiable based on the experience.</p>
Type of Employment	Regular
Education & Experience Criteria	The candidate should have a Bachelor's degree from a recognized university (preferably B.Com Accounting) with a minimum of four (4) years of relevant work experience as of 1st September 2025.
Background	The Accounts Officer is primarily responsible for managing and overseeing day-to-day accounting operations, ensuring accuracy of financial records, compliance with relevant laws and standards, and timely preparation of reports. The position should play a key role in supporting financial planning, audits, and safeguarding financial discipline within FCBL.
Duties, Responsibilities & Accountabilities	<ol style="list-style-type: none">1. Maintain accurate and up-to-date books of accounts in compliance with accounting standards and organizational policies.2. Process payments, receipts, journal vouchers, and ensure timely settlement of accounts.3. Monitor cash flow, bank reconciliations, and petty cash management.



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	<ol style="list-style-type: none"> 4. Assist in the preparation of annual budgets and forecasts. 5. Monitor budget utilization and provide variance analysis with recommendations. 6. Ensure expenditures are within approved budgets and financial guidelines. 7. Prepare monthly, quarterly, and annual financial statements. 8. Ensure timely submission of reports to management and relevant authorities. 9. Support audit exercises and provide necessary documentation. 10. Ensure compliance with financial policies, regulations, and internal control systems. 11. Support internal and external audits and address audit observations. 12. Safeguard company assets through effective financial control measures. 13. Liaise with banks, auditors, suppliers, and other stakeholders on financial matters. 14. Provide financial advice to management for effective decision-making. 15. Carry out any other tasks assigned by the supervisor or management from time to time.
Reporting	Head, Finance & Accounts Division (FAD)
Documents required for the application	<p>The application must be submitted to the HRAD via the link provided in the announced notification.</p> <ol style="list-style-type: none"> 1. Job application form (download from FCBL website) 2. Curriculum Vitae/Resume. 3. Copies of Academic certificates and transcripts. 4. Copy of valid CID card. 5. Copy of Valid Security Clearance. 6. Copy of Audit clearance certificate. 7. Copy of Work experience certificates. 8. No Objection Certification, if employed. 9. Contact Details of referees (if any)



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	10. Original medical fitness certificate.
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Note: The closing date for applications is 5:00 PM, **15th September 2025**.