

GERAB NYED-YON Ltd.
ToR for Associate Analyst, Accounts.

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Position and Grade

Associate Analyst (PS1)

3. Employment Type

Initially for three years contract which is extendable based on individual's performance and requirement of the company.

4. Job Description

The Associate Analyst, Accounts will support the Accounts team of GNY by performing financial analysis, preparing financial reports, ensuring compliance with financial regulations, and managing day-to-day accounting activities. This role demands strong attention to detail, analytical skills, and adherence to organizational financial policies.

The position reports to the Sr. Analyst, Corporate Service Division.

5. Duties and Responsibilities

The associate analyst's responsibility shall be categorized as follows:

5.1 Financial Management and Reporting

- Gather and compile data for financial reports (monthly, quarterly, and annual).
- Assist in ensuring accurate and timely submission of financial statements and related reports.
- Support budget preparation and monitor spending against approved budgets.
- Perform variance analysis, profitability analysis, and trend reporting to assist management in decision-making.
- Ensure adherence to financial regulations and company policies.
- Provide accurate documentation and timely support for internal and external audit processes.

5.2 Core Accounting Operations

- Maintain general ledgers and process journal entries.
- Process and verify contractual bills in alignment with agreement terms, conditions, and Delegation of Power (DoP).
- Book accounting entries accurately according to accounting principles.
- Record monthly rental revenues from Land Real Estate Department (LRED), Investment Division, and other stakeholders.
- Disburse employee-related benefits (payroll, travel reimbursements, mileage, and other entitlements) as per the organization's Service Manual.
- Monitor and reconcile accounts payable/receivable and track invoices.

- Prepare payments through various modes (cheques, drafts, and electronic advices).
- Generate monthly Bank Reconciliation Statements by the 10th of the following month.
- Track and manage inventory transactions (receipts, issues, and balances) in the system.
- Handle asset capitalization within the ERP system.

6. Qualification & Experience Criteria

- BBA/B.com with major in Finance/ Accounting.
- Preference may be given to candidates with prior experience in finance/accounting/ accounting software / ERP systems / payment platforms.

7. Core Competencies

- Strong ability to interpret financial data and perform variance analysis.
- Ensures accuracy in reporting, compliance, and reconciliation.
- Efficiently meet deadlines for reporting, audits, and financial processes.
- Ensures accuracy in ledger management, journal entries, and payroll processes.
- Resolves discrepancies and enhances workflow efficiency.
- Maintains confidentiality and adheres to ethical accounting practices.
- Works effectively with cross-functional teams and stakeholders.

8. Other requirements

- Duly filed GNY admission form;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of academic certificates;
- Letter of job experience if any;
- Copy of CID;
- Security Clearance Certificate;
- Medical Fitness Certificate;

9. Salary & Others Benefits

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules and based on the candidates' skills and experience.

10. Application Deadline

The application along with required documents shall be submitted to Senior Analyst, Corporate Service Division on or before 13th December 2024. For more information visit www.gerab.bt or contact HR at +975-2-341578 or email to hra@gerab.bt
Please call the above number and confirm your submission through email.

11. Office Address

Level 5 of Namgyel Khangzang in Simtokha, Thimphu 11001

GNY management reserves the right to change, delay, or cancel the selection process and outcome due to unforeseen circumstances or other factors that may affect the process.