



Terms of Reference

MANAGER, CORPORATE SERVICES
FOR
GERAB FINANCIALS LIMITED

Position Title : Manager – Corporate Services
Department : Corporate Services Division
Reports To : Chief Executive Officer (CEO)
Location : Thimphu
Employment Type : Contract

1. Background

Gerab Financials Limited (GFL), a wholly owned subsidiary of Gerab Nyed-Yon Limited (GNY), has been established as a deposit-taking Microfinance Institution licensed by the Royal Monetary Authority of Bhutan. GFL aims to improve access to inclusive and affordable financial services, especially for the monk body and underserved populations.

To ensure smooth institutional functioning and operational efficiency, GFL seeks a qualified and competent **Manager – Corporate Services** to oversee the functions of Finance & Accounts, Human Resources (HR), Administration, and Procurement.

2. Purpose of the Role

To manage the Corporate Services Division (CSD) of GFL by leading and integrating functions related to financial management, human resource development, administration, and procurement in alignment with regulatory standards and the institution's strategic objectives.

3. Key Responsibilities

A. Finance & Accounts

- Manage GFL's financial operations, including budgeting, accounting, treasury, payroll, taxation, and reporting.
- Prepare and submit timely and accurate financial statements in accordance with Bhutanese Accounting Standards and RMA guidelines.
- Maintain strong internal controls, conduct periodic reconciliations, and support external and internal audits.
- Assist the CEO in financial planning, fund mobilization, and ensuring financial sustainability.

B. Human Resource Management

- Develop and implement HR policies, systems, and procedures in line with labor laws and institutional needs.
- Manage the full HR lifecycle including recruitment, onboarding, training, performance management, and staff welfare.
- Maintain updated personnel records, contracts, and HR MIS for strategic workforce planning.
- Foster a performance-driven and values-based organizational culture.

C. Administration

- Oversee the day-to-day administrative functions including office management, logistics, documentation, and asset management.
- Ensure the safety, functionality, and maintenance of physical and digital infrastructure.

D. Procurement & Inventory Management

- Lead procurement planning and processes, ensuring transparency, efficiency, and value for money in line with institutional guidelines.
- Maintain and update vendor databases, contracts, and procurement records.
- Monitor inventory levels, procurement cycles, and ensure timely availability of goods and services.

E. Governance & Compliance

- Ensure that corporate service functions adhere to the regulatory requirements of the RMA, Companies Act, and other applicable laws.
- Prepare reports for the Board and senior management on finance, HR, and administrative matters.
- Support the implementation of institutional policies and risk management controls across functions.

4. Qualification and Experience

- Bachelor's Degree in Business Administration, Finance, Accounting, or a related field. Master's Degree or professional certifications will be an advantage.

- Minimum of **4–6 years** of progressively responsible experience in corporate services, including at least 2 years in a managerial or supervisory role.
- Experience in a regulated financial institution, SOE, or donor-funded organization is preferred.
- Sound knowledge of Bhutanese Financial Reporting Standards, Labor and Procurement Regulations, and Corporate Governance practices.

5. Required Skills and Competencies

- Strong leadership, planning, and coordination skills across multiple functional areas.
- Excellent financial and analytical skills with attention to detail.
- Sound understanding of HR practices and organizational development.
- Strong administrative and procurement management capabilities.
- High level of integrity, confidentiality, and professionalism.
- Strong communication, interpersonal, and report-writing skills.
- Proficiency in Microsoft Office, accounting software (e.g. ERP), and HRIS platforms.

6. Reporting and Accountability

- The Manager – Corporate Services reports directly to the **Chief Executive Officer (CEO)**.
- S/he will supervise the staff under Finance, HR, Administration, and Procurement Units.

7. Employment Type and Tenure

The selected candidate for the post of Manager – Corporate Services, shall be recruited for contract term of three (3) years, which may be renewed based on performance.

8. Salary & Others Benefits

The pay & allowances shall be as per the service rules

9. Mandatory documents (required to submit along with application)

1. GNY's Job Application Form (can be downloaded from the website)
2. Curriculum vitae (CV) indicating clearly the details of applicant and, with names and details of two referees.
3. Bachelor's Degree certificate and transcripts (for entire course).
4. Master's and any other higher Degree certificates and transcripts (for entire course), if available.
5. Valid document proof/evidence to show work experience.
6. A valid Citizenship Identity Card (both back & front printed).
7. A valid audit clearance certificate for interview.
8. A valid security clearance.

Additionally, the following documents shall be produced by the candidate selected as candidate, prior to his/her appointment:

1. Valid medical fitness certificate.
2. No objection certificate letter from the employer, if currently employed.

For further details, please contact HRA at hra@gerab.bt