



TERMS OF REFERENCE

Position Title: Finance Manager

Employment Type: Regular

Division/Section: Finance & Account Section, Corporate Services Division

Reports To: Chief Executive Officer

Supervises: Deputy Manager/ Accountant

POSITION OBJECTIVE:

The objective of the Finance Manager is to oversee and manage all financial activities of the organization, ensuring accuracy, compliance with financial regulations, and providing timely and accurate financial reports to senior management. The funds are managed in such a manner as to maximize return on investment while minimizing risk, and while also ensuring that an adequate control structure is in place over the transfer and investment of funds. Further, the finance manager engages in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance.

Responsibilities:

- Maintain a documented system of accounting policies and procedures
- Forecast cash flow positions, related borrowing needs, and available funds for investment. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Assist in determining the company's proper capital structure. Arrange for



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equity and debt financing

- Recommend appropriate dividend issuances, based on historical dividend patterns and expected cash flows.
- Preparation of the company's annual budget.
- Engage in ongoing cost reduction analyses in all areas of the company
- Review the performance of competitors and report on key issues to management
- Monthly Financial reporting to Druk Holding Investment Limited
- Quarterly business review to the Board committee members.
- Interpret the company's financial results to management and recommend improvement activities
- Participate in target costing activities to create products that meets predetermined price goals. Assist in the determination of product pricing in relation to features offered and competitor pricing
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Assist management in the formulation of its overall strategic direction.
- Manage FICO& FM Module of SAP
- Any other job assigned by the management.



KNOWLEDGE:

Economics and Accounting – Knowledge of economics and accounting principles and practices, budgeting and reporting of financial data.

Mathematics – Knowledge of arithmetic, statistics, and their applications.

Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.

Law and Government – Knowledge of guidelines, manuals, laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules.

Computerized accounting programs – Knowledge of SAP and good in excel.

Accounting Policy – Knowledge of IFRS and Bhutan Accounting Standards (BAS)

Fund accounting and preparation of financial statements – Advance knowledge of fund management and preparation of financial statements.

Preparation of financial reports – Job requires the finalization and preparation of annual reports.

Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Occupational Health & Safety: Deeper understanding of health and safety law and organization's health and safety policy. Should be able to apply management skills



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in a health and safety context, know about the risks associated with the work they oversee, and be able to manage them on a day-to-day basis.

COMPETENCY

Leadership – Job requires a willingness to lead, take charge, and offer opinions and direction.

Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.

Integrity – Job requires being honest and ethical.

Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Achievement/Effort – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Initiative – Job requires a willingness to take on responsibilities and challenges.

Independence – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.



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Persistence – Job requires persistence in the face of obstacles.

Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.

Accountability - Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost effective manner.

Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Quality of Work: Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

Qualifications:

- Bachelor's degree in B.Com or a related field
- Proven experience in a similar role, preferably in a senior finance management position
- In-depth knowledge of financial principles, practices, and regulations
- Excellent attention to detail and accuracy
- Proficient in financial software and particularly SAP system