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Bhutan Lottery Limited.

(State Owned Enterprise, Ministry of Finance)



Terms of Reference for Finance Assistant

A. Job Responsibilities:

- Assist the Finance officer to carry out her responsibilities
- Management of revenue from sale of tickets from the agents
- Carry out Prize payouts and keeping records of all those claims and unclaimed amount.
- Proper Documentation of Claim procedures
- Any other task assigned

B. Education Qualification:

- Class XII commerce
- 55% average in commerce with English and three best subjects

C. Skills and work experience:

- At least 2 years of experience in related field
- Tally ERP certificate required
- Excellent knowledge of MS Office

D. Remuneration: Starting basic salary of Nu.15, 620 plus House Rent Allowance and other benefits as per the service rules of BLL