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**BHUTAN LOTTERY LIMITED**  
(Responsible Gaming Organization)

## **TERMS OF REFERENCE**

- 1) **Position Title:** Finance Assistant
- 2) **Entry Grade:** 11
- 3) **Pay Scale:** Nu. 15,620- 390-23,420/-
- 4) **Allowance:** (20% HRA + Monthly Variable Compensation (MVC): Nu. 9300/- and other perks as per company's Service Rule)
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Class XII Passed (Commerce)
- 7) **Skills and Competencies Required:**
  - i. S/he should have a minimum of 3 years of experience in related field
  - ii. Good knowledge in Microsoft Word and Excel
  - iii. Experience in Tally ERP operations (Certificate Required)
  - iv. Good interpersonal relationship building skills

## **DUTIES & RESPONSIBILITIES**

- i. Assist with preparation of financial statement to Finance Officer
- ii. Monthly tax filing in RAMIS
- iii. Handling of company's cash
- iv. Disbursement of the daily payments
- v. Maintain daily sales record of the agents
- vi. Documentation of payments, payouts and daily deposits
- vii. Record keeping of the daily transactions
- viii. Follow up outstanding dues and settlement
- ix. Reconciliation of bank statement
- x. Any other tasks assigned by the management