



ཨ་མཉེན་ལྷན་ཁོག་འཛིན།  
**BHUTAN LOTTERY LIMITED**  
(State Owned Enterprise, Ministry of Finance)

## **TERMS OF REFERENCE**

- 1) **Position Title:** Finance Officer
- 2) **Entry Grade:** 7
- 3) **Pay Scale:** Nu. 21,990- 550-32,990/-
- 4) **Allowance:** 20% HRA and other perks as per company's Service Rule
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Bachelor's Degree in BBA/B.Com
- 7) **Skills and Experiences:**

He/she must/should have:

- i. Minimum of 4 years of experience in related field
- ii. Familiar with accounting software Tally ERP 9
- iii. Knowledge on accounting and financial principal
- iv. Good knowledge of Microsoft words, excel and power point
- v. Good written and verbal communication skills both in Dzongkha and English.
- vi. Interpersonal relationship building skills

## **DUTIES & RESPONSIBILITIES**

- i. Prepare annual financial statements and submit quarterly reports.
- ii. Ensure that accounting procedures and internal rules and regulation are exercised at all times.
- iii. Reconciliation of the online lottery games and report to management.
- iv. Oversee all the reconciliation of accounts monthly.
- v. Scrutinize all documents for payment disbursement.
- vi. Coordinate statutory audit, royal audit and tax audit annually.
- vii. Prepare annual budget and present to management.
- viii. Ensure all payment and claims as per the contract agreements of the supplier and winners.
- ix. Oversee and manage all the daily transactions and related documentation are done as per the internal control system.
- x. Prepare monthly payroll and maintenance of the records in Tally ERP.
- xi. Oversee and ensure all the statutory deductions and recovery are done on timely manner.
- xii. Check and monitor sales records of Paper lottery, scratch cards, online lottery products with LMS.
- xiii. Monitor expenditure and budget.
- xiv. Any other task assigned by management.