**TERMS OF REFERENCE**

**Job Position**: Adm/Accounts Assistant

**Qualification:** ClassXIIwithDiploma in Financial Accounting

**Direct Supervisor:** Director, TCRD/ Head AFD

**Overall Supervisor:** Executive Director

**Term:** Regular

**Work station:** Tarayana Foundation

1. **Brief Background of the Museum**

Tarayana Foundation was founded by Her Majesty The Queen Mother Dorji Wangmo Wangchuck and formally launched on 4th May 2003, by His Majesty The King Jigme Khesar Namgyel Wangchuck, the then Crown Prince. Tarayana is a Civil Society Organization (*a Public Benefit Organization*), registered (*Registration No. CSOA /PBO-08*) with the Civil Society Organization Authority of Bhutan.

## The Vision of the Foundation is ‘A Happy and Prosperous Bhutan’ and the Mission is to “Maximize happiness and harmony among all Bhutanese people by providing opportunities for life improvement to the vulnerable communities in Bhutan.” ‘Service from the Heart’ is the Motto of the Foundation, and Compassion, Dignity, and Integrity are the core values.

1. **The overview of the position**

The Adm/Finance Assistant shall work under the direct supervision of Adm and Finance Division Head for administrative and Financial related work and He/She shall be fully attached to Tarayana Center for Research and Development Programme (TCRD) under Tarayana Foundation under the direct supervision of TCRD Director.

1. **Duties and Responsibilities**

The Adm/Finance Assistant shall take responsibility for Administrative, Finance and Driving work both at the Foundation and TCRD. The following responsibilities shall cover in general but are not limited to:

* 1. **Administrative responsibilities:**
* Assist with administrative functions, which include undertaking clerical tasks, and supporting tasks.
* Assist in purchasing office supplies, stock recording and updating inventory periodically.
* Periodically update for maintenance of the office equipment.
* Filing of official documents to the appropriate file.
* Follow up for visa/passport and other immigration-related updates of the official guests and visitors to both Foundation and TCRD.
* Follow up on meeting schedules and assist in necessary event arrangements.
* Coordinate cleaning of the office premises and maintenance of the office building both external and internal.
* Assist Adm Officer in any tasks that may be assigned from time to time.

* 1. **Accounts Responsibilities**
* Prepare vouchers for the Foundation and TCRD Programme.
* All the prepared vouchers are chronologically recorded and maintained in a proper files.
* Prepare cheques based on the approved payment vouchers.
* Follow up on banking duties and collect any required statements from the designated banks.
* Assist Accounts Officer and AFD Head recording and generating financial data in the maintained accounting software for preparation of financial statements and reports.
  1. **Driving Responsibilities**
* He/She shall be assigned for driving of the office vehicle for both local and outside office travel on official duties.
* Periodic maintenance of the pool vehicle and record the maintenance done in the vehicle maintenance history book.
* Maintain travel log book whenever there is travel for both local and outside office station.
* Update the vehicle registration renewal, vehicle emission test, vehicle Insurance and others annually.
* The vehicle should be always clean and maintained.

1. **Eligibility criteria, Qualification and competencies:**
2. A minimum class XII passed with Diploma in Financial Management (DFM).
3. Holding valid driving license.
4. Effective communication and interpersonal skills.
5. Documents compulsory to be submitted;

* Job application
* Curriculum Vitae
* Academic Transcripts for Class XII and DFM Training.
* Security Clearance
* Medical Certificate

Note: *An application should be addressed to Executive Director, Tarayana Foundation, Thimphu.*