



བགྲིས་བརྗེ་དོན་བརྒྱུད་འབྲེལ་སྒྲེང་སྒྲེལ་ལོ་ལོ་བཞུགས།

Tashi InfoComm Private Limited

Job Description

Job Title	Accountant	Report to	Manager, Revenue and Follow Up
Department/ Unit	Finance	Supervises	None

Purpose of the Department/ unit:

The finance department is for managing finances, preparing financial reports, controlling costs, assessing risks, ensuring compliance with regulations, and providing financial analysis to support decision-making, all with the goal of maintaining financial stability and optimizing the company's performance.

Duties and responsibilities:

- Close accounts and reconcile daily cash/cheque collection of Counter. All the daily sales made by concerned accountant and by Customer Care Executives including Regional Manager, if any, are to be closed daily in full, disclosing any credit sales, stock shortages and cash shortages immediately to the Regional Manager and Revenue Officer.
- Close Cash Book and send daily collection/deposit figure to head office through mail.
- Deposit collection of previous day on a daily basis.
- Update daily revenue collections, sales, deposits, TDS etc. in the ERP system.
- Issue stock to the counter and Extension Counter as per the approved requisition following proper procedure and documentation. Also, carry out periodic stock verification and sales reconciliation of the counter and Extension Counters in collaboration with the Regional Manager.
- Maintain stock register with proper record of stocks.
- Record issue of stocks to Dealers and Counter, with proper documentation as per the office order numbered TICL/Acc-03/2014/1172.
- Activate Recharge Card Vouchers and SIM Cards as and when required in the CBS.
- Deduct TDS (2%) on commission from the dealers daily/on every transaction as applicable and enter in the ERP system.
- Deposit TDS to RRCO by first week of every month and mail the details along with money receipts to Head Office.
- Prepare monthly cash Statement, reconciliation of revenue bank accounts, Cash Statement, monthly stocks, sales and revenue summary statement and send to Head Office along with Bank Statement, which should reach Head Office by 7th of every month.
- Verify and send weekly stock and revenue reconciliation statements prepared by Customer Care Executives to Head Office by 12th of every month.
- Send correct bank balance as per schedule fixed by Head Office (i.e. Monday, Wednesday and Friday).
- Prepare electricity and office imprest and send them to Head office.
- Update correct weekly Samsung phone report to Head Office. Stock Reports should be sent to Procurement and Inventory Section.
- Send stock receipt report to Head Office with a copy to the Revenue Officer for stock reconciliation.
- Regions should return damaged materials to the Procurement and Inventory Section, Head Office, by duly filling up forms (Material Returned Note).
- Compliance of office order numbered TIPL/Acc-03/2014/1172 and other standing office orders.
- Responsible for all the stock in the region, ensure that proper accounting norms are followed, company cash and stocks are safeguarded and advice colleagues in the region regarding financial norms and standing accounting/financial SOPs.
- Be contactable, available and responsive at all times on your official number, official email account and official group in Telegram, to attend to the needs of the company, employees, customers and external agencies.



བགྲིས་བརྗེ་དོན་བརྒྱུད་འབྲེལ་སྒྲེང་སྒྲེ་ཚད་འཛིན།།

Tashi InfoComm Private Limited

<ul style="list-style-type: none">• Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.• Take up roles and responsibilities of other officials in their absence in the department.• Perform any other tasks and duties as and when assigned by the Immediate Supervisor / Head of Section / Head of Department / Managing Director / Management.			
Working conditions: Standard Working Environment			
Essential Qualification/ Education: Class XII with 2 years Diploma in Accounting or Financial Management or Relevant Courses			
Desired Qualification/Education: N/A			
Essential Experience: N/A			
Desired Experience: NA			
Essential Training: N/A			
Desired Training: N/A			
Job related skills and abilities: <ul style="list-style-type: none">• Excellent communication skills• Teamwork• Problem solving• Planning and organizing• Self-management• Learning• Active listening skills• Customer service skills• Interpersonal skills• Leadership and management skills• Time management			
Personal attributes: <ul style="list-style-type: none">• Proficient in English Writing• Sound knowledge of financial implication and human resource management• Creativity• Self-learning• Analytical and problem-solving skills• Adaptable to any working environment• Cooperative• Honesty and integrity• Positive attitude• Up to date with both the online and offline marketing trends• Initiative & leadership skills			
Job Location	Mongar		
Employment Nature	Regular		
Grade	T1 Step 11		
Date of joining	Will be informed via telephonic call		
Remuneration	<table border="1"><tr><td>First year of service excluding probation period: Pay Scale: Nu. 18,266 - 457 - 22,832</td><td>Second year of service: Basic salary: Nu. 18,723.00</td></tr></table>	First year of service excluding probation period: Pay Scale: Nu. 18,266 - 457 - 22,832	Second year of service: Basic salary: Nu. 18,723.00
First year of service excluding probation period: Pay Scale: Nu. 18,266 - 457 - 22,832	Second year of service: Basic salary: Nu. 18,723.00		



བགྲིས་བད་དོན་བརྒྱུད་འབྲེལ་སྒྲེང་སྡེ་ཚོང་འཛིན།།

Tashi InfoComm Private Limited

	Basic salary: Nu. 18,266.00 Medical Allowance: Nu. 1,522.00 Provident Fund: Nu. 1,827.00 Corporate Allowance: Nu. 7489.00 Communication Allowance: Nu.600.00 Gross Salary: Nu. 29,704.00	Medical Allowance: Nu. 1,560.00 Provident Fund: Nu. 1,872.00 Corporate Allowance: Nu. 14,978.00 Communication Allowance: Nu. 600.00 Gross Salary: Nu. 37,734.00
	Note: <ul style="list-style-type: none">• Salary packages from 3rd year onward shall change based on Service Rules and Regulations of TIPL 2008	
Other allowances and benefits	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008.	