



བགྲིས་བཅད་དོན་བརྒྱུད་འབྲེལ་སྒྲེར་སྡེ་ཚང་འཛིན།།

Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2026/

Date: February 25, 2026

TERMS OF REFERENCE

ABOUT TASHI INFOCOMM PRIVATE LIMITED

Tashi InfoComm Private Limited is the second cellular company in Bhutan, a separate entity under Tashi Group of Companies. The company was incorporated on January 23, 2007, under the Companies Act of Bhutan 2016, after it won an international bid to operate as the second cellular operator in Bhutan. Pursuant to the grant of Certificate of Re-Registration by the Office of the Registrar of Companies, Ministry of Industry, Commerce and Employment on 27th of November 2023, Tashi InfoComm Limited was re-registered as Tashi InfoComm Private Limited under the Companies Act of Bhutan, 2016.

The cellular license issued by Bhutan InfoComm and Media Authority (BICMA) mandates TashiCell to build mobile network to provide cellular services to the entire nation. The mobile network is based on GSM WCDMA/HSPA+ technologies. The company launched its GSM services on April 6, 2008, under the brand name "TashiCell", with its registered office located at Samten Lam, Thimphu.

ABOUT THE DEPARTMENT AND SECTION

Finance is responsible for managing the organization's funds, including investment and financing decisions, cost control, financial risk assessment and management, regulatory compliance, financial analysis, and the preparation of financial reports.

Accounts Section is responsible for handling all types of company payments and payment-related activities, revenue collection and deposits, reconciliation of accounts, compilation and preparation of daily and monthly revenue reports, system updates, and monitoring of sales and inventory.

POSITION

Designation	Assistant Accounts Payable Officer
Section	Accounts Section
Department	Finance Department
Reports to	Accounts Payable Officer
Supervises	None
No. of Slots	01
Work Station	Thimphu, Bhutan
Nature of Employment	Regular



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P.O Box 1502, Samten Lam, Thimphu, Bhutan



<https://www.tashicell.com>



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Grade	T1 Step 11
Date of Appointment	Will be informed via telephonic call

PERSON SPECIFICATION

Nationality	Bhutanese
Age	The applicant must be at least 18 years old and no older than 27 on the date of application.
Essential Qualification	Class XII Commerce pass out with Diploma in Financial Management (2 years)
Desired Qualification	None
Essential Experience	None
Desired Experience	3 years' work experience in financial accounting
Essential Training	None
Desired Training	None
Essential Skills, competencies and personal attributes	<ul style="list-style-type: none">• Sincere, hardworking and disciplined• Well organized• Good analytical skill• Sound accounting & taxation knowledge• Good knowledge in MS-Excel and MS-Word• Good communication skill (both written and spoken)• Work beyond office hours and during holidays• Work under pressure• Good interpersonal relationship• Good at multitask and willingness to do multitask• Faster to cope up and eager to learn

JOB RESPONSIBILITIES

The Job Responsibilities shall be as mentioned but not limited to the following:

- Process Company loans payment before due date and update in the system accordingly on or before 7th of the following month.
- Process and remit all statutory dues (taxes) to RRCO by 10th of the following month.
- Process retirement benefits after verification and necessary adjustment.





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- Ensure booking of expenditure/payment is done correctly as per budget in the system
- Reconcile outstanding liabilities and advances every month.
- Provide deduction list for advance salary, staff loan, etc. to HRA Department.
- Perform all types of work related to SIFA.
- Be contactable, available and responsive at all times via your official number, official email account and official group on Telegram, and in person if and when required to attend to the needs of the company, employees, customers and external agencies.
- 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:

- Should be able to work beyond office time, during public holidays and weekends
- Should be able to handle work pressure
- Should remain reachable, contactable and respond to office work 24/7

REMUNERATION PACKAGE (MONTHLY)

Pay Scale for T1 Step 11	Nu. 23,695-590-29,595
Basic Salary	Nu. 23,695.00
Medical Allowance	Nu. 1,975.00
Provident Fund	Nu. 2,370.00
Corporate Allowance	Nu. 19,430.00
Communication Allowance	Nu. 750.00
Gross Salary	Nu. 48,220.00
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

