



བགྲིས་བཅད་དོན་བརྒྱད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

Job Description

Job Title	Accounts Officer	Reports to	Manager, Procurement & Inventory Section
Department/ Unit	Finance	Supervises	None
Purpose of the Department/ unit: Capitalized, manage and maintain proper record of the company's assets, prepare and submit the reports related to assets.			
Duties and responsibilities: <ol style="list-style-type: none">1. Export and maintain purchase orders issued from ERP system (Purchasing module) for Asset items; maintain additional expenses incurred outside PO for those Asset items.2. Furnish Asset records maintained directly from Payable Module (in ERP); transfer into Asset module and advice on assigning of "Asset Clearing" under Payable module.3. Cross-verify the PO amount with Goods Receipt Note (GRN) amount, payment amount before updating in the ERP system for all Asset items.4. Update all asset purchases in Asset module; assign asset numbers with correct date in service, PO number and date; procurement amount based on installation/commissioning report of the sites.5. Capitalization of all company assets in Asset module. Shall capture and maintain proper records like PO number and date; amount; date in service; location name related to that particular asset.6. Run monthly depreciation schedule of company asset in the Asset module as per the approved schedule and submit required reports to concerned authority/department.7. Tag all company assets at various sites with individual asset numbers; physical verification of assets at various sites based on the procurement record and installation/ commissioning report.8. Reconcile assets as per the procurement record, installation/commissioning report and Asset Book record. Accordingly prepare quarterly asset schedule report and submit the same to the concerned authority/ department.9. Prepare quarterly report on asset depreciation schedule, accumulation depreciation and asset schedule.10. Maintain proper detail reports and records (as per the required format by different authorities/ departments) of assets bought under government and other grants.11. Process timely disposal of obsolete assets and write-off accordingly from the Asset module. Shall be responsible for entire process from bid document preparation to maintain complete record of asset write-off and disposal.12. Maintain and furnish any required information related to Asset module for auditing purposes.13. Shall be responsible to pass asset related journal entries with prior approval from the Head of Department in the Asset module.14. Maintain proper records and details of asset transfers, issues, new purchases in			



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collaboration with Inventory and Store including inter/ intra-departmental transfers.			
15. Verify and maintain records of damaged/ old/ obsolete company assets returned/ surrendered by other departments or individuals. Seek approval and write-off accordingly from the Asset module. This should be done in collaboration with Inventory and Store.			
16. Verify and advice other departments/individuals to surrender damaged/old/obsolete company assets to Inventory and Store with proper documents and approval. Maintain detailed records of the same (site name; location; date in service; PO number; amount; reasons for surrender; etc., together with Inventory and Store).			
17. Maintain any reports and records of company assets in detail at all times and be ready to furnish anytime required by the authorities/ departments.			
Working conditions:			
<ul style="list-style-type: none">✓ Require to travel on foot to sites✓ Climb on towers for asset tagging.✓ Task may demand to camp at site.✓ Require to travel to high altitude, hot and cold places.✓ Working and negotiating difficult terrains and weather.			
Essential Qualification/ Education			
Degree – Bachelor of Commerce (Accounting)			
Class XII – Commerce Background			
Essential Experience			
N/A			
Essential Training			
N/A			
Job-related skills and abilities:			
<ul style="list-style-type: none">• Computer Skills and working knowledge (MS Excel)• Ability and willingness to work out of stations and travel to sites• Working under pressure• Good analytical skill• Good at figures			
Personal attributes:			
<ul style="list-style-type: none">• Willingness to learn new things• Ability to work under pressure• Hardworking and sincerity			
To be filled by the Human Resource and Administration Department			
Job Location	Thimphu	Employment nature	Regular
Pay scale	26,585-665-33,231	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call