



བགྲིས་བཅད་དོན་བརྒྱད་འབྲེལ་ཚད་འཛིན།

Tashi InfoComm Limited

Job Description

Job Title	Assistant Accounts Officer	Reports to	Manager, Procurement & Inventory Section
Department/ Unit	Finance	Supervises	None
Purpose of the Department/ unit: The management, assessment, valuation, and preparation/submission of reports and schedules of depreciation of company assets.			
Position summary and its purpose: Managing, monitoring, scheduling, and capitalization of entire company 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, and payment amount before updating the ERP system for all Asset items.4. Update all asset purchases in the 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 the 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 assets in the Asset module as per the approved schedule and submit required reports to the 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 same to the concerned authority/department.9. Prepare quarterly reports on the asset depreciation schedule, Accumulation depreciation, and asset schedule.10. Maintain proper detailed 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 the entire process from bid document preparation to maintaining a complete record of asset write-off and disposal.12. Maintain and furnish any required information related to the Asset module for auditing purposes.13. Shall be responsible to pass asset-related journal entries with prior approval from General Manager for Finance Department in the Asset module.			



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<p>14. Maintain proper records and details of asset transfers, issues, and new purchases in collaboration with Inventory and Store including inter/intra-departmental transfers.</p> <p>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.</p> <p>16. Verify and advise 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).</p> <p>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.</p>			
<p>Working conditions:</p> <ul style="list-style-type: none"> • Travelling to various sites on foot • Climbing towers of various heights, and other telecommunication infrastructure • Physical verifications & tagging of telecom equipment • Tasks may demand the need to camp at the site • Working and negotiating difficult terrains and weather. 			
<p>Essential Qualification/ Education</p> <p>Diploma in Electronics and Communication Engineering</p>			
<p>Essential Experience</p> <p>N/A</p>			
<p>Essential Training</p> <p>N/A</p>			
<p>Job-related skills and abilities:</p> <ul style="list-style-type: none"> • Computer Skills and working knowledge (MS Office) • Ability and willingness to work out of stations and travel to sites • Multi-tasking and working under pressure 			
<p>Personal attributes:</p> <ul style="list-style-type: none"> • Willingness to learn new things • Ability to work under pressure • Dependable • Able to make certain independent decisions. 			
<p>To be filled by the Human Resource and Administration Department</p>			
Job Location	Thimphu	Employment nature	Regular
Pay scale	18,266-457-22,832	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