



**ཕུག་ལཱུག་ཁྱེན་ཤོག་ཚད་འཛིན།**  
**BHUTAN LOTTERY LIMITED**  
(Responsible Gaming Organization)

**TERMS OF REFERENCE**

- 1) **Position Title:** Asst. Finance Officer
- 2) **Entry Grade:** 8
- 3) **Pay Scale:** Nu. 22,253- 555-30,578/-
- 4) **Allowance:** 20% HRA and Monthly Lumpsum Pay (MLP): Nu.13,448/-
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Bachelor's Degree (B.Com) with a minimum of 55% in Cl-XII and Degree academic results
- 7) **Skills and Competencies Required:**
  - i. Accounting and financial principle
  - ii. Accounting software Tally ERP 9 (Tally Prime)
  - iii. Good knowledge of Microsoft words, excel and power point
  - iv. Good written and verbal communication skills both in Dzongkha and English
  - v. Interpersonal relationship building skills.

**DUTIES & RESPONSIBILITIES**

- i. Assist Finance Officer with the preparation of annual financial statement and timely submission of reports.
- ii. Assist Finance Officer with statutory audit, royal audit, and tax audit annually.
- iii. Assist Finance Officer with the preparation of annual budget.
- iv. Monthly reconciliation of accounts and report to management.
- v. Check and monitor sale records of lottery products with Lottery Management System (LMS).
- vi. Reconcile online sales and ensure timely processing and updating of payouts, identify, review, and rectify failed deposits and reversal transactions promptly.
- vii. Prepare monthly payroll and maintaining of records in Tally ERP.
- viii. Oversee and ensure all the statutory deductions and recovery are done on timely basis



**ཕུག་ལཱུག་ཁྱུན་སྒྲིག་ཚད་འཛིན།**  
**BHUTAN LOTTERY LIMITED**  
*(Responsible Gaming Organization)*

---

- ix. Oversee and manage daily transactions and related documentation are done as per the internal control system.
- x. Ensure timely settlement of accounts by the stakeholders.
- xi. Ensure that accounting procedures and internal rules and regulations are always exercised.
- xii. Any other task assigned by the management.