



HMS-MFP/HR/2021/065

December 1, 2021

VACANCY ANNOUNCEMENT

Bhutan Care Credit Limited (BCCL) is pleased to announce vacancies for the following positions:

1 ASSISTANT/CREDIT OFFICER	
Qualification	B. Com / BBA / BA Eco
Qualifying Criteria	i) Aggregate of 55% in Degree ii) Aggregate of 60% in Class XII (English + 3 best subjects) iii) Work Experience in the field of Finance/ Banking/SME Sector/ Vocational Skills Development/Business will be an Added Advantage
No. of Slots	3 (2 slots based in Thimphu and 1 slot based in Gyalposhing, Mongar)
Job Responsibilities	<ul style="list-style-type: none">- Loan application process and documentation- Interact with clients and gather required business and financial information- Assessment and preparation of Business/Project proposal including financial workout- Presentation of business/project proposals to the Project Appraisal Team- Communication with clients and management with clarity- Use Empower, micro banking CBS system- Loan Recovery - Monitoring and Evaluation of businesses progress and loan repayment- Other tasks assigned by the management
Required Skills	<ul style="list-style-type: none">- Strong financial Understanding- Ability to work with financial data and financial analytical skills- Advance skill in Excel, Word and Powerpoint- Strong ethical behaviour to work with clients' financial information- Banking Industry Knowledge and IT skills will be an advantage- Honest, hardworking and committed; team player with strong organization and interpersonal communication skills.
2 ASSISTANT/ACCOUNTS OFFICER	
Qualification	B. Com
Qualifying Criteria	i) Aggregate of 55% in Degree ii) Aggregate of 60% in Class XII (English + 3 best subjects) iii) Min of 2-year work experience in commercial accounting iv) Tally knowledge will be an advantage
No. of Slots	1 (Based in Thimphu)
Job Responsibilities	<ul style="list-style-type: none">- Ensure and maintain day to day financial transactions and primary accounting records into the Empower CBS in line with BAS ensuring accuracy and transparency.- Ensure accuracy and prepare financial statements and reports in line RAA and BAS.- Facilitate audit activities, submit timely financial reports and provide required data and information to auditors and implement auditor's recommendations.- Provide financial input to the management in preparation of the annual budget- File tax returns on time along with renewal of license and other regulatory requirements- Use Empower - micro banking CBS system- Prepare Monthly Report for income and expenses, trial balance, bank reconciliation.

