



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.



	<ul style="list-style-type: none">- Maintain and ensure physical verification of fixed asset in line with BAS.- Assist Credit Officials in preparation of business proposals; financial analysis; loan recovery and communication with clients.- Other tasks assigned by the management
Required Skills	<ul style="list-style-type: none">- Strong accounting skills with financial understanding- Knowledge of BAS, Company's Act of Bhutan and other regulations- Knowledge and Experience of accounting system and software will be an advantage- Advance skills in Excel and Ability to work with financial data- Strong ethical behaviour to work with clients' financial information- Honest, hardworking and committed; team player with strong organization and interpersonal communication skills.

JOB TYPE: Contract for 3 years and open to extension based on performance

DOCUMENTS REQUIRED

- i) Copies of Academic Transcripts including Marksheets
- ii) CV with at least two references
- iii) CID Copy

Application Deadline

Application along with the above required documents must reach to the BCCL latest by **December 10, 2021** either via email to info@carecredit.bt or visit BCCL Office in Langjophakha, Thimphu.

For any enquiries, please contact BCCL at 330461/330462 during office hours.

****Only Short-Listed Candidates will be contacted for Interview**

Chief Executive Officer