

Vacancy Announcement

Koufuku International Limited (KIL) announces the vacancy for the immediate recruitment of the following position:

Position	Slot	Minimum Qualification	Work Experience	Grade & Pay
Finance & HR Manager	1	Bachelor's Degree with B.Com	Minimum of 3 years of work experiences in relevant field.	Commensurate with his/her experience
Driver	1	Min. VIII (Formal Education)	Minimum of 3 years Experience (LV & HV/MV License)	Commensurate with his/her experience

Interested applicants fulfilling the criteria may submit your application to the office of HRA, Koufuku International Limited, or email us at kilgyem24@gmail.com along with the following documents on or before 16th July 2024.

1. Curriculum Vitae (CV) clearly indicating track record of work experiences if any
2. Proof of working experience
3. Job Application

Copies of:

4. Academic Transcripts
5. Security Clearance Certificate
6. Citizenship Identity Card
7. Medical Certificate
8. No Objection Certificate (if employed)

Shortlisted candidates will be informed for interview. For detail "Terms of Reference" you can log on to www.kil.bt or contact HR Section at 17171135/ 17726613 during office hours.



Terms of Reference

Background

Koufuku International Limited (KIL) is the newest subsidiary company of Druk Holding and Investments (DHI). It is incorporated under the Companies Act of Kingdom of Bhutan on 22nd December 2011. KIL is a dairy processing plant located in Chenary, Trashigang primarily to improve the living standard of farmers in eastern Bhutan. KIL's corporate head office is at Chenary, Trashigang.

Overall Job Description

To carry out financial and accounts functions of the company including budgeting while ensuring KIL's compliance with Bhutan Accounting Standards (BAS), all legal, statutory and other corporate requirements in a cost effective way. He/she shall head the Finance and Accounts Division and may report directly to CEO or as decided by the management in accordance with the growth of staff strength.

Specific responsibilities

- Manage the operational activities of the Finance and Accounts Division;
- Prepare project finance, balance sheet, profit and loss, etc of the company in line with BAS;
- Advise the management on debts, equity, sourcing of debts and loans;
- Conduct financial viability analysis and project capital structuring as and when required;
- Ensure that the division's activities are in line with the corporate mandates and that the performance targets are tracked and maintained at high level;
- Resolve conflicts and seek management approval for critical issues;
- Periodically interact and update the management and other relevant groups on the division's on-going activities;
- Handling tax issues related to KIL;





- Providing financial reports, statistics, forecasts and other necessary data to the management and the board ;
- Coordinating and dealing with statutory auditors and Royal Audit Auditory;
- Advising/supporting procurement functions in terms of accounting requirements;
- Managing the investment of short-term funds of KIL;
- Preparing the consolidated accounts of KIL,
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Prepares employees for assignments by establishing and conducting orientation and training programs
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Maintains human resource staff by recruiting, selecting, orienting, and training employees
- Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results
- Contributes to team effort by accomplishing related results as needed
- Any other activities as assigned by supervisor.

Qualifications and experience criteria

- Must have bachelor degree in finance /commerce or BBA majoring in accounts/finance
- Must have 3 years of experience in finance and accounts. PGDFM will be an additional advantage

Skills, Knowledge & Attributes Required

- Must have advanced finance knowledge and skills necessary to analyze and understand the overall capital market.
- Must have knowledge of tally ERP 9
- Should have strong financial analytical skills;
- Strong knowledge in debt and equity management;
- Strong oral and written communication skills and,
- Impeccable integrity and business ethics



Employment Type

- Regular

Salary & Others Benefits

- The candidate will be placed at grade M3 as Manager with basic salary of Nu 31,605.-along with corporate allowance (20%), Fixed Allowance: Nu. 18,965 performance based allowances (31.67%) and communication allowance Nu.1000

Documents required

1. Cover Letter
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Two reference letters and the two non-related referees' contact details
4. Documents required:
 - a. Copies of Academic Transcripts and certificates.
 - b. Should have approved valid Security Clearance Certificate online.
 - c. Medical Certificate.
 - d. Copy of Citizenship Identity Card.
 - e. No Objection Certificate (if employed).

Application dateline

The application deadline is on or before 16th July 2024 before 5.00pm.

I, _____, hereby acknowledge receipt of the Finance Manager's job description for Koufuku International Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

Note:

The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.

