

## **Terms of Reference (TOR)**

**1. Position: Associate Accounts Officer (Fixed Assets)**

**2. Reports to: General Manager, F&A Division**

**3. No. of position: 1**

### **4. Job Responsibilities**

- ❖ Preparation of payments pertaining to both International and Domestic Suppliers.
- ❖ Timely release of project related advances to suppliers and employees for execution of works
- ❖ Timely settlement of various advances.
- ❖ Work closely with project managers for timely capitalization of Fixed Assets.
- ❖ Conduct physical verification of Fixed Assets of the Company in line with Verification Policy of the Company.
- ❖ Make necessary adjustment in books of accounts for Fixed Asset Transfers, Surrenders and Disposals.
- ❖ Ensure that all the statutory deductions and other recoveries are duly deducted.
- ❖ Prepare and provide financial reports, statistics, forecasts and other necessary data to the management and other business heads.
- ❖ Ensure that accounting procedures and internal control systems are always exercised.
- ❖ Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
- ❖ Attend Audits such as Statutory Auditors, Royal Audit Auditory, Internal Audit and Tax Audit
- ❖ Prepare annual budget of the section.
- ❖ Any other work assigned by the Manager, Finance and General Manager, Finance and Accounts Division.

### **5. Qualification & Experience**

B. Com/BBA (Major in Finance/Accounting)

### **6. Remuneration:**

- Grade/ Cadre: A1
- Pay Scale: 27,300-685-41,000
- Allowance: Corporate Allowance 20%, PBVA- 15%