

Terms of Reference.**Position: Associate Revenue Officer****Report to: General Manager, Finance & Accounts Division, Corporate Headquarter, Thimphu****No. of position: 2****Job Responsibilities:**

- Reconciliation of postpaid revenue with the billing system.
- Reconciliation of prepaid revenue in coordination with profit centers.
- Reconciliation of international receipts and updating the payment in the billing system.
- Reconciliation of collections with profit center reports and billing system.
- Reconciliation of sundry debtors with billing and ERP systems.
- Reconciliation of payment received at Finance and Accounts Division and to update the same in billing and ERP systems.
- Rectification of collection errors in the billing system by Sales Representatives.
- Daily reconciliation of online revenue in coordination with IT Division.
- To handle customer complaints related to online recharges.
- Liaison with financial institutions and resolve any issues pertaining to online revenues.
- To complete monthly bank reconciliation for various revenue bank accounts.
- To monitor the minimum balance of B-Ngul accounts in system
- To submit B- Ngul reports to all the relevant stakeholders.
- To keep track overall revenue and forecast revenue budget.
- Submission of monthly regional and profit center wise revenue reports to regional directors and managers.
- Reconciliation of TDS and monthly remittance of tax to Regional Revenue & Customs Office.
- Timely Booking of rental income and follow up on payment.
- To attend audit.
- Prepare schedule of advances, security deposits and Capital work in progress.
- Prepare Bank Reconciliation Statement every month.
- Reconcile sub ledger balances with general ledger.
- Follow up for various adjustments.
- Respond to various enquiries from within and outside the organization.
- Verify bills and forward for preparation of voucher. Also, verify international bills & forward for preparation of voucher.
- Verify vouchers and prepare necessary JV's, impose penalty for the late delivery of goods.
- Any other job/task assigned by the Manager, Finance/Accounts and General Manager, Finance & Accounts Division.

Qualification & Experience**B. Com/BBA (Major in Finance/Accounting)****Remuneration:**

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