



LHAK-SAM (Altruism)
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Bhutan Network of People Living with HIV/AIDS (BNP+)



TERMS OF REFERENCE

1. POSITION DETAILS

Title	:	Sr. Finance Officer
Contract Period	:	18 months
Salary	:	Grade P3/P2 as per civil service rules of RCSC
Supervisor	:	Executive Director
Location	:	Thimphu, Bhutan

2. ORGANISATIONAL CONTEXT

Lhak-Sam got registered under the CSOA of Bhutan in 2010. It stands in its position to address concerns, respond to the intermittent maneuvers and mitigate potential detrimental impacts due to HIV/AIDS in the country. With nurture and support from Ministry of Health, Lhak-Sam was formed with a morale to effectively implement and intervene in the areas of health, economic and social matters that emerge due to HIV. The people living with HIV/AIDS and their families shall be educated, built life skills capacity and trained in taking leaderships through local, regional and international networks and linkages.

During the last five years since its inception, Lhak-Sam has expanded its group into other districts with formal institution of regional coordinators in three regions of the country. About 171 PLHIVs including 18 children under the ages of 19 years old are registered as its members in 16 of the 20 districts of the country. This has enabled to set its mission to create and promote a strong support system based on solidarity, social networking and people's participation for addressing and taking collective action towards effective responses to HIV/AIDS and its impact in the country and the region.

Governed by the Board of Directors taking a role of an oversight and advisory body, the regular operation of the office is led by the Executive Director under whose administration and supervision, directives are carried out by the dedicated staffs. Lhak-Sam currently is newer but one of the active members of the Asia Pacific Network of People Living with HIV and AIDS (APN+) based in Bangkok.

Lhak-Sam has successfully implemented various small grant projects funded from a large range of donors including UNAIDS cosponsors, regardless of the grant size. The largest grant implemented by Lhak-Sam was of US\$ 67,945 from UNDP PAF (2 years project). Lhak-Sam is the sub-recipient of the GFATM under the principal recipient Ministry of Health (MoH) at the country level, and sub-recipient of the Multi Country South Asia Global Fund Programme on HIV (MSA) under the principal recipient Save the Children Nepal at the regional level. Some technical assistance and fund support are also received from the UN One Programme as a member of the Health Theme Group.

While Lhak-Sam has gained experience in implementing programmes with specific focus on men who have sex with men (MSM) and transgender people, the organization also have extensive experience and empathy in working with other key affected populations (KAPs); on human rights, advocacy, outreach and education, organizational development, HIV care and support, and strategic information, which has been Lhak-Sam's one of the inventory agenda in some important forums since 2012.



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The Finance Officer shall take overall in charge of organizations finance, coordinating the accounts officer and report to Executive Director.

3. FUNCTIONS/ KEY RESULTS EXPECTED

The Finance Officer will be responsible for the management and administration of overall financial management - accounts, cash and cheques for the organization and preparation annual budgets and accounts. The officer shall guide, train and build capacity of the accounts officer and act as an oversight work assignment for the accounts officers.

- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Monitors budgets and expenditures and contribute to preparation of budget revision.
- Prepares and submits timely and reliable financial documents and financial reports.
- Prepares project financial reports, statement and submit to Executive Director for clearance as required.
- Establishes a computer based monitoring system for expenditures.
- Checks and ensures that all procurement process and expenditures of the project in accordance with the Lhak-Sam and CSOA rule. This includes ensuring receipts to be obtained for all payment.
- Checks budget lines to ensure that all transactions are booked to the correct budget lines.
- Providing and interpreting financial information
- Analyzing change and advising accordingly.
- Formulating strategic and long-term business plans.
- Researching and reporting on factors influencing business performance
- Liaising with auditors to ensure annual monitoring is carried out
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors and bankers
- Responsible for project procurement processes inside and outside Bhutan.
- Responsible for any financial tasks related to organization of conferences, workshops, retreats.
- Reports to the project Program Officer for any task related to the project.
- Carry out any other financial assignments as requested by the Executive Director and Program Officer.



HR management

The Chief finance officer will also be responsible for monitoring, management and supervision of the employees. Finance officer shall report overall HR management to executive director;

Employee Relations

- Serve as a local resource on employee relations issues and concerns
- Oversee and manage employee separations within the work unit and coordinate applicable employee exit (offboarding) activities.
- Consult with managers on implementing appropriate performance management practices within the unit and assist in addressing performance problems in accordance with applicable universal procedures.
- Provide leadership and guidance to management to promote and advance diversity efforts within the unit and to assure equal opportunity in all hiring, promotion, and related HR decision making.

Benefits and Leave Administration

- Assist employees in addressing questions or issues regarding benefits, time reporting, or leave issues in consultation with ED.
- Assure that key benefits and payroll information is appropriately disseminated within the work unit when requested by program manager.
- Provide oversight of time reporting practices and business processes within the work unit to assure accuracy and timeliness.

Policy, Planning and Process Improvement

- Develop, plan, and implement human resources policies, procedures, and best practices for the work unit including for HR Facilitators in subordinate units.

HR reporting, data management and systems

- Assure that HR transactions are processed in a timely and accurate manner in the work unit with attention to data integrity.

Supervision

- Provide supervision and oversight of assigned HR and administrative support staff including hiring, coaching, training, work assignments, and managing performance.

Asset management

- Maintenance of stores and office equipment associated with the project;
- Maintaining and updating asset registers



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4. COMPETENCIES

Key competencies

- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis.
- High integrity, strong result orientation and drive for excellence and initiative taking.
- Good communication skills.
- Excellent communication and analytical skills.
- Be a team player and have client focus.
- Good interpersonal skills and result orientation.
- Work experience with MS Office applications is a must.

Corporate competencies

- Demonstrates commitment to objectives and mission of the project.
- Demonstrates integrity by modeling the Organization's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism

Functional competencies

Knowledge Management and Learning

- Promotes knowledge management in the organisation and learning environment in the office through leadership and personal example
- Knowledge of inter-disciplinary development issues
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Seeks and applies knowledge, information, and best practices from within and outside of the programme.

Leadership and Self-Management

- Focuses on results for clients and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Recruitment Qualification

Education	Master's degree in Accounting, Finance or equivalent
Experience	At least 10 years relevant continuous work experience in finance and administrative functions Experience with donor funded projects will be an added advantage.
Language requirements	Excellent verbal and written communication skills in English and Dzongkha.