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**Bhutan Power Corporation Limited**  
(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)  
Registered Office, Thimphu  
Human Resource & Corporate Services  
Human Resource & Administration Department  
Thimphu : Bhutan



BPC/HRA/HRMD-01/2020/490

February 26, 2020

**INTERNAL NOTIFICATION**

HRAS is pleased to announce the post of Manager, Corporate Budget & Treasury Division, FAS, BPC, Thimphu internally. The details of the post are as follows:

**I. Job Responsibilities:**

1. Ensure adequate cash and working capital requirement to meet all the financial obligation of the Corporation.
2. Prepare investment plan of the company.
3. Ensure there are no idle funds.
4. Investment and raising of capital requirement.
5. Manage the fund of the corporation i.e. internally generated, long terms loans (including interest payment and principal repayment), and equity fund received from RGoB.
6. Compile and consolidate the annual budget including budget revision, variance analysis, monitoring and reporting.
7. Ensure wheeling income is received as invoiced and on timely basis.
8. Ensure proper documentation in maintained.
9. Maintain adequate banking relationship.
10. Set policy guidelines and parameters to ensure austerity measures in utilization/spending of corporate funds.
11. Ascertain the corporate fund position on a daily basis.
12. Reconcile the overall billing and collection for the BPC
13. Train and supervise subordinates.
14. Attend to Auditors as and when required
15. Any other works assigned by Director FAS and/or BPC Management.

**II. Qualification**

Minimum of Bachelor's Degree in Commerce/Business Administration/Accounting related Field

**III. Grade**

B2 and above can apply (Posting will be in the same grade held)

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