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Bhutan Power Corporation Limited
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)
Registered Office, Thimphu
Corporate Services Department
Support Services Division
Human Resource Management Section
Thimphu: Bhutan



BPC/SSD/HRMS/22/2025/64

August 19, 2025

**Internal Vacancy for the Position of Manager, General Finance Section(GFS),
Finance & Accounts Division, Corporate Services Department, BPC, Thimphu**

Support Services Division is pleased to announce the internal vacancy for the position of **Manager, General Finance Section (GFS), Finance & Accounts Division, Corporate Services Department, BPC, Thimphu.**

The details of the post are as follows:

- I. The Manager shall report to the General Manager of the Finance & Accounts Division (FAD).
- II. The Manager shall be responsible for all the functions of the section and the following are the specific responsibilities:

Duties and Responsibilities:

1. Be responsible for the administration of Finance Personnel including assessing the staff requirement, transfer, training, promotion and career mapping.
2. Represent Finance & Accounts Division in tender openings and evaluation.
3. Responsible for insurance policies of BPC with various institutions, including renewals, updating and any other issues.
4. Asset management of BPC, including acquisition, lease, depreciation, transfer, addition and disposal and reconciliation of assets.
5. Responsible for accrediting with an actuarial valuer in valuation of benefits of employees as per BAS.
6. Focal person of FAD for identifying risk and mitigation measures and ensuring timely reporting to the Risk Officer.
7. Assist in the closing of accounts and respond to any audit related issues under General Financial Section.
8. Submit reports to external agencies like RMA on payment made to India and Third country.
9. Any other works assigned by the General Manager and Management.

B. Qualification

Bachelor's degree or higher in **BBA/B.Com/BA(Accounting)**

C. Grade

B1 or above (Posting will be in the same grade)



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D. Experience

Minimum **3 years** at **B1 level** or above in BPC.

E. Knowledge, Skills and Ability Criteria

- Financial management, accounting standards, taxation, compliance, and corporate finance.
- Budgeting, forecasting, auditing, and financial reporting.
- ERP/financial systems and business strategy alignment.
- Strong analytical, budgeting, and problem-solving skills.
- Leadership, communication, and negotiation abilities.
- Strategic thinking and risk assessment.
- Ability to adapt, manage time, and collaborate across teams.

F. Incentives

Entitled for communication allowance of *Nu. 800* per month.

Interested candidates are requested to apply along with the following documents via email to Mr. Dorji Namgay at dorji.namgay@bpc.bt by **5:00 PM, August 26, (Tuesday), 2025**

1. BPC Internal Job Application Form (the forms can be downloaded from the BPC website www.bpc.bt)
2. Curriculum Vitae.
3. A copy of the Certificate and Academic Transcripts of the Bachelor's degree and master's if available.
4. A copy of valid Security Clearance (Approved online).
5. Valid Audit Clearance.
6. "No Objection Certificate" from the concered General Manager/ Directors.

For any clarifications please contact us at +975 17120310 during office hours.


(Rinchen Wangdi)
General Manager