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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/08/2026/04

May 29, 2026

TERMS OF REFERENCE
POSITION: GENERAL MANAGER, FINANCE & ACCOUNTS DIVISION

Overall Job Description

The General Manager (GM) of the Finance & Accounts Division (FAD) under the Corporate Services Department reports directly to the Director, Corporate Services Department (CSD). Guided largely by the BPC Corporate Strategic Plan (CSP) and the company's financial frameworks, the General Manager will oversee the Corporate Accounts Section, General Finance Section, and Budget & Treasury Section. The GM is responsible for providing strategic financial leadership, driving financial technology innovation, managing institutional risks, optimizing corporate returns, and ensuring full regulatory and legal compliance across all accounting and utility operations.

1. Specific Responsibilities

- a. Oversee and ensure timely preparation of monthly, quarterly, and annual financial statements/accounts of the company in compliance with applicable accounting standards, regulatory requirements, and corporate policies.
- b. Ensure accuracy, completeness, and integrity of financial reporting and maintain robust financial closing and reconciliation processes.
- c. Strengthen internal controls, accounting systems, and financial governance frameworks to enhance transparency, accountability, and audit readiness across the organization.
- d. Provide strategic and financial guidance ensuring all legal and regulatory compliances for accounting and financial reporting functions (BAS) for sound financial management and control of the company's business.
- e. Maximize the returns on the regulated business of the utility and its assets by establishing and operating intelligent investment management, financial & treasury policies, procedures, internal control mechanisms, and reporting systems.
- f. Guide the financial decisions of the company and maximize return and limit risk on cash by ensuring optimal cash balances and investment decisions.
- g. Develop standards and data-based analysis utilizing financial technologies for regular monitoring and recommendations on the financial conditions of the company by collecting, interpreting, and reporting key financial data and ratios.
- h. Act as a single point of contact for external parties for all statutory audits, tax audits including the Royal Audit Authority (RAA) conducted in BPC, for its coordination and management.



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- i. Strategize and ensure companywide standards in an optimal and scientific budgetary system and its operation.
- j. Coordinate and serve as a core member of committees/responsibilities on power tariff formulation, corporate strategic plan, and business development & diversification with relevant departments and divisions.
- k. Recognize, nurture, and develop human resource potentials and capacities to ensure a critical mass of expertise in financial management, succession planning at various levels, and creating a creative and innovative work culture.
- l. Restructure and reassign optimal human resources within the division in close collaboration with the HR Management Division.
- m. Keep up-to-date on electrical utility business and information & technology affecting functional area(s) to increase innovation and ensure compliance.
- n. Evaluate and monitor the sections/divisions as per the reporting structure and provide the link and synergy between and amongst the departments, divisions, units, and the management.
- o. Undertake any other tasks as assigned by the Director-CSD and the CEO.

2. Education and Experience Criteria

- a. Minimum of a bachelor's degree in business, Finance, Commerce, or Accounts from a recognized institute.
- b. Minimum of 12 years of working experience (including a maximum of 18 months of study leave).

3. Knowledge, Skill and Abilities Criteria

- a. In-depth understanding of accounting standards (Bhutanese / International standards), legal and regulatory requirements, financial planning, budgeting & investment analysis, and treasury functions.
- b. Ability to strategize, plan, and execute financial technologies to improve business processes, capital investments, and portfolios.
- c. Ability to build, manage, and motivate diverse teams of financial professionals.
- d. Champion change and risk management and create innovative, creative, and agile corporate systems.
- e. Possess excellent written, verbal, and presentation skills.

4. Employment Type

Employment Type: On Contract for an initial period of three (3) years with a possibility of extension based on performance and organizational need.



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5. Pay and Allowances

- Basic Pay:** Nu. 57,375/- per month.
- Contract Allowance:** Nu. 43,031/- per month (75% of the Basic Pay).
- Fixed Allowance:** Nu. 34,425/- per month (60% of the Minimum Basic Pay of GM).
- Communication Allowance:** Nu. 1,500/- per month.
- POL Allowance:** 50 litres of diesel per month.
- Other Benefits:** Performance Based Variable Pay (PBVP) of 31.67% based on performance, and other entitlements as per BPC Service Rules and Regulations (SRR).

6. Age

Candidates should not be born before January 1, 1970.

7. Application

Interested Bhutanese candidates fulfilling the prescribed eligibility criteria may apply by sending the application along with following mandatory documents via email to vacancy@bpc.bt on or before 13th June, 2026.

- Standard Job Application form (downloadable from the BPC website at www.bpc.bt).
- Updated Curriculum Vitae (CV).
- Evidence of 12 years of cumulative working experience (e.g., Appointment Order, Work Experience Certificates, or official letters from previous organizations).
- A copy of a valid Bhutanese Citizenship ID Card.
- A copy of Certificates and Academic Transcripts of the Bachelor's degree (and Master's degree, if available).
- A copy of a valid Security Clearance Certificate (approved online).
- Valid Audit Clearance Certificate.
- A copy of a valid Medical Fitness Certificate (required if selected only).
- No Objection Letter from the current employer (required if selected only).


Kirley Dem
Director