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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-22/2026/ 51

August 25, 2026

Internal Vacancy for the position of Manager, Corporate Accounts Section (CAS), FAD, Thimphu.

Support Services Division is pleased to announce the internal vacancy for the post of Manager, Budget & Treasury Section, FAD, BPC, Thimphu. The details of the post are as follows:

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

Duties and Responsibilities:

1. Maintain proper books of accounts/record keeping as required by the rules in force.
2. Approve all the payment in the Head office and other offices of BPC.
3. Ensure the transactions are in line with approved rules and procedures, legitimate and corporate funds are spent judiciously for intended purposes.
4. Monitoring of expenses through budget variance reports.
5. Ensure statutory compliance of the corporation and make sure taxes are paid as per tax rules & regulations.
6. Attend all statutory audits including RAA audits conducted in BPC starting from coordination and management of audit issues and providing suitable responses to audit queries if any, with full justification.
7. Prepare monthly, quarterly and annual financial statements on time and ensure smooth closing of accounts.
8. Compile the accounting schedules at the end of year for closing and audit purposes. Cross check physical verification of asset and stock with the system and if any variance check for system entry or updation.
9. Ensure bank reconciliation statements are prepared timely for both revenue and imprest account.
10. Monitor the reconciled DHI Consolidation Report and submit on time to DHI.
11. Key focal person of contact for other departments on financial and accounting matters.
12. Monitor timely clearing of the bills and settlement of accounts.
13. Ensure safe custody of financial documents and other related data for future reference and auditing purposes.
14. In the absence of the GM, prepare the monthly report using the prescribed template and submit it to DHI within the stipulated timeline.
15. Monitor E-payment transaction and day to day cashflow of the company
16. Any other works assigned by the General Manager, FAD and the Director, CS.



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1. Educational Qualification

Bachelor's Degree in Accounting, Finance, Business Administration (BBA), Commerce (B. Com), or a related field from a recognized.

2. Grade

A3 and above can apply (Posting will be in the same grade).

3. Experience

Must have served at least **eight (8) years** in BPC including 18 months of study leave

4. Technical & Professional Competencies

- Sound knowledge of accounting and finance principles, financial reporting, and applicable accounting standards.
- Strong understanding of corporate accounting, financial statements, budgeting, taxation, and financial analysis.
- Knowledge of IFRS/IAS and relevant regulatory and statutory requirements.
- Proficiency in accounting/SAP systems and MS Office, particularly MS Excel.
- Ability to analyse financial information, identify issues, and provide appropriate recommendations.
- Strong knowledge of internal controls, financial policies, procedures, and corporate governance.

5. Communication & Interpersonal Skills

- Excellent written and verbal communication skills.
- Ability to prepare clear and concise reports, financial papers, official correspondence, and management presentations.
- Strong interpersonal and stakeholder-management skills, with the ability to communicate effectively with management, auditors, regulators, banks, internal departments, and other external stakeholders.
- Ability to explain complex financial and accounting matters in a clear and understandable manner.
- Strong negotiation, coordination, and conflict-resolution skills.



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6. Leadership & Management Competencies

- Demonstrated ability to lead, supervise, motivate, and develop a team.
- Strong planning, organizing, problem-solving, and decision-making skills.
- Ability to work under pressure and meet statutory, financial reporting, and management deadlines.
- High level of integrity, professionalism, accountability, and confidentiality.
- Ability to work collaboratively across different functions and business units.

7. Incentives

Entitled to Communication Allowance of Nu: 800.00 per month

Interested candidates are requested to apply along with the following documents via email to Ms. Cheten Lhamo (chetenlhamo@bpc.bt) latest by 5:00 PM, September 01, 2026.

- 1) BPC Internal Job Application Form (<https://www.bpc.bt/downloads/>)
- 2) No Objection Certificate where relevant
- 3) Audit Clearance for Interview

(Rinchen Wangdi)
General Manager