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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-22/2026/28

August 25, 2026

Internal Vacancy for the position of Manager, Corporate Budget & Treasury Section
(CBTS), 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. Ensure adequate cash and working capital requirements to meet all the financial obligations of the Corporation.
2. Prepare investment plans of the company.
3. Ensure there are no idle funds.
4. Investment and raising of capital requirements.
5. Manage the fund of the corporation i.e. internally generated, long term loans (including interest payment and principal repayment), and equity fund.
6. Monitor loan disbursements, utilization and compliance with financing agreements.
7. Monitor debt service obligations and ensure timely payment of principal, interest and fees.
8. Monitor financial covenants and other lender requirements and alert Management to potential breaches or risks.
9. Identify and assess financing requirements based on the approved investment plan, cash flow projections and funding gaps.
10. Coordinate and support negotiations on financing terms and conditions.
11. Compile and consolidate the annual budget including budget revision, variance analysis, monitoring and reporting.
12. Maintain adequate banking relationships.
13. Set policy guidelines and parameters to ensure austerity measures in utilization/spending of corporate funds.
14. Ascertain the corporate fund position on a daily basis.
15. Train and supervise subordinates.
16. Attend to Auditors as and when required
17. Manage budget reappropriations and supplementary allocations on a need basis



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18. Any other works assigned by the General Manager, FAD and the Director, Corporate Service Department.

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