



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུ་ལོང་འཕེལ་ལྷན་ཁམས།

Royal Government of Bhutan

Ministry of Education and Skills Development

Human Resource Division



MoESD/HRD/15/2023/375

5th September, 2023

VACANCY ANNOUNCEMENT

In accordance to the decision of the Ministry's HRC during its 384th Meeting held on 17th August 2023, the Ministry of Education and Skills Development would like to announce the vacancy for the post of **Accounts Assistant** on regular contract as per the details given below:

Sl. No.	Position Level	Slot	Place of Posting	Qualification	Contract Term
1	S2 A	1	Education Staff Welfare Scheme (ESWS), MoESD	Minimum of Class XII with Diploma in Financial Management (DFM)	2 years

Interested candidates who meets the criteria may submit your application via Google form to **HRD, MoESD** on or before **19th September, 2023 by 5 PM.**

To apply, click [HERE](#)

Documents required

- Academic Transcript and Certificates
 - Class X Marksheet and Pass Certificate
 - Class XII Marksheet and Pass Certificate
 - Diploma Marksheet and Certificate
- Valid Security Clearance
- Valid Copy of Citizenship ID Card
- Valid Medical Fitness Certificate and
- No Objection Letter from the Employer, if employed

Note:

Shortlisted candidates will be notified through the MoESD website: www.education.gov.bt

The ToR for Accounts Assistant is attached as **Annexure**

For any clarification, please contact HRD during the office hours in the numbers provided in the footnote.



Phone: 327703, 338659, 331149, 328318, 326412, 329040, 330252, 335402, 321242

Kawajangsa, Thimphu: Bhutan



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Annexure

ToR for Accounts Assistant , ESWS, MoESD		
SLNo	Roles	Activites/tasks
		Accounts Assistant (New staff)
1	Recovery (for loan) and follow up (loan & membership fee)	<p>Cross-check the remittance list (Membership Remittance & Loan Remittance) with BoBL monthly statement and follow up</p> <p>Maintain receipt book for Cheques/Cash and Remittances received and enter it in the Cash Book. It is then deposited in the respective Account (Loan/ Membership) maintained with BoBL.</p> <p>Update the remittance in the individual sub ledger</p> <p>Issue Loan Clearance Certificate and to stop monthly SI deduction to the Bank upon loan liquidation</p>
2	Financial Report preparation	<p>Prepare monthly Bank Reconciliation Statement</p> <p>Follow up with the BoBL on the monthly Bank Statement and Standard Report</p> <p>Prepare monthly financial report: Update Cash Book (Receipt & Payment Account)</p>
3	Bill Payments	<p>Prepare Goods Receipt Note and Goods Issue Note</p> <p>Issue sanction order for payments (Pay Bills for stationery, telephone bills, lunch and refreshment expenses, etc)</p>
4	Other Important Services	<p>Respond to emails from Members, BoBL branches, etc on ESWS related matters in a year</p> <p>Annual Work Planning and Budgeting for ESWS Staff</p> <p>Manage online ESWS Webpage and timely update of ESWS information on the web page</p>
5	Disbursement (Semso)	<p>Compile and verify the required documents (Death Certificate and CID Copy of the deceased, duly filled ESWS Semso Form etc.)</p> <p>Update Semso disbursement in the excel sheet and ESWS webpage</p>