



Manager (Head) –Accounts and Finance Division, SMCL

Background

State Mining Corporation Limited (SMCL) was established in 2015 as a DHI owned company. Its primary mandate is to manage the state's mineral resources to generate revenues from export markets and supplies to local industries. It has its registered corporate office in Samtse.

Overall Job Description

To carry out financial and accounts functions of the company including budgeting while ensuring SMC's compliance with all legal, statutory and other corporate requirements in a cost effective way. He/she shall head the Finance and Accounts Division and may report directly to CEO or as decided by the management in accordance with the growth of staff strength.

Specific responsibilities

- Manage the operational activities of the Finance and Accounts Division;
- Prepare project finance, balance sheet, profit and loss, etc of the company;
- Advise the management on debts, equity, sourcing of debts and loans;
- Conduct financial viability analysis and project capital structuring as and when required;
- Review and validate project proposals;
- Establish and maintain relationships between SMC and its companies/partners;
- Advise management on setting exposure limits or corpus for venture capital investments/targets on various sectors of investments;
- Lead business development initiative in the financial sector such as setting up of industrial banks, private equity funds or venture capital funds;
- Lead SMC's investments in foreign capital markets;
- Lead discussions and maintain relationships with the investment parties, consultants and clients as well as with other stakeholders in the government, private and non-government sectors;
- Ensure that the investment contracts and consultants are effectively managed;
- Ensure that the division's activities are in line with the corporate mandates and that the performance targets are tracked and maintained at high level;
- Resolve conflicts and seek management approval for critical issues;
- Periodically interact and update the management and other relevant groups on the division's on-going activities;
- Handling tax issues related to SMC;
- Providing financial reports, statistics, forecasts and other necessary data to the management and other business heads;



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- Coordinating and dealing with statutory auditors and Royal Audit Auditory;
 - Advising/supporting procurement functions in terms of accounting requirements;
 - Managing the investment of short-term funds of SMC;
 - Preparing the consolidated accounts of SMC and,
 - Any other activities as assigned by supervisor.

Qualifications and experience criteria

- Must have bachelor degree Bachelor of commerce /BBA major in accounts/finance
- Must have 5-7 years of experience in finance and accounts with minimum of 2 years in corporate/ autonomous agency/ private/project. A study period of 1.5 years will be counted as on job experience.

Skills, Knowledge & Attributes Required

- Strong knowledge in SAP/ERP Modules.
- Must have advanced finance knowledge and skills necessary to analyze and understand the overall capital market.
- Should have strong financial analytical skills;
- Proven record in corporate finance;
- Strong knowledge in debt and equity management;
- Strong oral and written communication skills and,
- Impeccable integrity and business ethics.

Other Requirements

- SMC application form indicating clearly the post applied for;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- 2 referrals/recommendation letters from non-family related referees
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online screenshot), (4) Medical Fitness Certificate, (5) Citizenship Identity Card.

Employment Type

- Regular, however, option will be given whether to be on contract basis as well.

Salary & Others Benefits

- If 5-7 years of experience or more, the candidate will be placed at grade M2 as Manager within salary range of Nu 23,995-600-38,995 along with corporate allowance (23%), other allowances as per the SMCL HR Manual.

Documents required

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Two reference letters and the two non-related referees' contact details
4. Documents required:



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State Mining Corporation Limited



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- a. Copies of Academic Transcripts and certificates.
 - b. Should have approved valid Security Clearance Certificate online.
 - c. Medical Certificate.
 - d. Copy of Citizenship Identity Card.
 - e. No Objection Certificate (if employed).
 - f. Separation Order/last Promotion Order.
 - g. Audit Clearance (If employed)

Application dateline

The application deadline is on or before 7th August 2019 before 5.00pm.

I, _____, hereby acknowledge receipt of the Finance Manager's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

Note:

The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.