



BASKETBALL FEDERATION OF BHUTAN

Thimphu, Bhutan

Account Asst. Cum Office Assistant TOR

Key Responsibilities,

1. Office Support & Administration

- Manage incoming/outgoing mail, documents, and official correspondence distribution.
- Assist administrative staff with filing, photocopying, scanning, and organizing official records.
- Track basic office supplies, stationery, and refreshment inventory; notify supervisors when restocks are needed.
- Receive visitors, guests, and athletes at the BFB office in a courteous and helpful manner.

2. Logistics & Errands

- Run outdoor administrative errands, including banking, bill payments, document submissions, and pickups/deliveries across municipal offices or partner organizations.
- Procure supplies, equipment, and event materials from local markets or vendors as instructed.
- Transport minor sports equipment, documents, and official materials between venues and the BFB office.

3. Tournament & Event Operations

- Assist with venue setup and breakdown before and after BFB-hosted matches, leagues, and international tournaments (e.g., placing courtside banners, setting up scorer tables, arranging seating).
- Help manage and track basketball equipment, team kits, water stations, and official gear during tournament days.
- Support player, referee, and official registration processes at event venues.
- Assist with hospitality tasks for visiting teams, VIPs, and officials during matches.



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- Handle general task-on-demand requests from tournament coordinators to ensure smooth game operations.

4. Operation of Finance

- The Accounts Assistant will provide day-to-day accounting and administrative support to ensure timely, accurate, and transparent financial management.
- The position will assist in bookkeeping, payment processing, bank reconciliation, documentation, reporting, and maintenance of financial records.
- Ensure compliance with applicable accounting standards, financial regulations, RGoB Norms and organizational policies.
- Prepare and maintain all supporting documents required for internal and external audit.
- The Accounts Assistant may be held administratively and professionally accountable for negligence, material errors, omission, failure to maintain proper records, or non-compliance with approved financial procedures arising from duties assigned to the position, in accordance with the organization's applicable rules and regulations.
- Process BTFN transactions and international fund transfers in accordance with applicable financial procedures and banking requirements.
- Prepare project-specific budgets, budget revisions, and financial estimates based on organizational priorities and operational requirements.
- Prepare cost estimates, financial projections, and expenditure forecasts to support effective planning and decision-making.
- Assist management in financial planning, budgeting, and resource allocation to ensure the effective and efficient use of organizational funds.
- Assist management in identifying opportunities for cost savings, and efficient resource utilization,
- Ensure that financial transactions and fund transfers are properly documented, recorded, reconciled, and reported.



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5. Renumeration

The probation period will be for three months, from October to December, with a monthly payment of Nu. 15,000. Upon successful completion of the probation period, subject to satisfactory performance, the employee will be regularized and placed at Grade S5, effective from January 2027.

6. Qualifications & Skills

- **Education:** Minimum of Class XII completed.
- **Preferred Candidate:** Male
- **Experience:** Tally certified and Prior experience in accountancy, office support, administrative assistance, or event support (experience with sports federations is an advantage).
- **Skills:**
 - Basic verbal and written communication skills in Dzongkha and English.
 - Reliable, punctual, and physically active.
 - Strong time-management skills and ability to multitask under event-day pressure.
- **License:** Valid Two-Wheeler (Scooter/Motorcycle) or Light Vehicle (Driving) License preferred.