

# **Bhutan Global Mindfulness & MICE Holdings Pte. Ltd**

## **Terms of Reference for Manager (Finance & Admin)**

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### **1. Overview**

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Employer:	Bhutan Global Mindfulness & MICE Holdings Pte. Ltd
Location:	Thimphu, Bhutan
Position	Manager (Finance & Admin)
Employment Type & Term:	Contract for three (3) years

### **2. Introduction**

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The Bhutan Global Mindfulness & MICE Holdings Pte. Ltd (BGMM) is looking for an energetic, collaborative, and highly motivated manager to join the team.

The Manager (Finance & Admin) will be responsible for managing the financial, administrative and human resources aspects of the organization. This role ensures the smooth and efficient operation of the office, compliance with statutory regulations, accurate financial reporting, and effective management of company assets and resources. The position holder will play a key role in policy development, budget management, and supporting staff welfare initiatives.

The officer reports directly to the General Manager and shall work closely with other team members.

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### **3. Responsibilities:**

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- Financial Reporting: Ensure the accuracy and timeliness of monthly financial reports.
- Financial Management: Manage the organization's accounts payable and receivable processes.
- Budgeting: Lead the annual budget planning and preparation process for the fiscal year and manage event-wise budget planning and adherence.
- Internal Controls: Maintain and monitor the internal control compliance rate to ensure financial integrity.
- Statutory Compliance: Ensure timely statutory remittances, including CIT and other relevant compliance
- Reporting: Prepare and submit weekly reports on all admin and finance activities.
- Logistics: Manage and coordinate all logistical arrangements for organizational events, programs, and visiting guests.
- Asset Management: Maintain updated and accurate records of all company assets and inventory.
- Policy Development: Develop, finalize, and implement internal guidelines related to HR, and other operational areas.
- Service Rules: Assist the General Manager in the review and implementation of the company's service rules.
- Record Keeping: Maintain updated, confidential HR records and official documents for all staff.
- Staff Welfare: Coordinate staff welfare programs and ensure the timely disbursement of benefits.
- Performs other duties as assigned.

#### 4. Qualification & Experience

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- a. Minimum of Bachelor's Degree in Business Studies (Commerce, Business Administration, Finance/Accounts) or related fields.
- b. A minimum of five (5) years' work experience.
- c. Preference will be given to candidates with relevant work experience

#### 5. Skills, knowledge and Attributes Required

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- a. Strong knowledge of accounting principles, financial reporting, and budgeting;
- b. Excellent organizational, logistical, and planning skills;
- c. Proficiency in accounting software (Tally);
- d. High level of integrity and professional ethics;
- e. Excellent verbal and written communication skills;
- f. Open, proactive, and willing to learn and adapt to a changing environment;
- g. Proficient with Microsoft Office Suite or related software;
- h. Strong interpersonal skills and ability to develop and foster meaningful relationships with relevant stakeholders;
- i. Ability to work independently, manage multiple projects, and meet deadlines;
- j. Excellent analytical and problem-solving skills;
- k. Accuracy and attention to detail.

#### 6. Salary & Other Benefits

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- Salary and other benefits shall be fixed based on experience and credential of the candidate select, and in line with the pay fixation process of BGMM.

#### 7. Documents (required to submit)

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The following documents must be submitted via email to [info@bhutanmindfulness.com](mailto:info@bhutanmindfulness.com) on or before **17<sup>th</sup> September 2025**:

- a. Cover letter
- b. Curriculum vitae (CV), clearly indicating the applicant's details, with names and contact details of two referees.
- c. Bachelor's Degree Certificate and Full academic transcript, along with Class XII academic transcript.
- d. Valid Citizenship Identity Card (both front & back).
- e. Valid documentary proof/evidence of at least 5 years of work experience.
- f. Valid security clearance (online).
- g. Valid medical fitness certificate.
- h. Valid audit clearance certificate **(Required only if you are shortlisted for the interview)**

Additionally, the selected candidate shall be required to produce a No Objection Certificate (NOC) from the employer, if currently employed, prior to appointment to the position.

## 8. Submission Guidelines

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- All documents must be submitted in **PDF format** and attached in a single email.
- The subject line should clearly mention: Application for [**Position Title**] – [**Applicant's Name**]
- Incomplete applications or those received after **17<sup>th</sup> September 2025** will not be considered.
- Only shortlisted candidates will be contacted for further process.