



Terms of Reference for the Director, Finance and Business Development

1. Overview

Employer:	Kuensel Corporation Limited (KCL)
Department:	Finance and Commercial
Location:	Thimphu, Bhutan
Position:	Director, Finance and Business Development
Employment type:	Contract for three years (renewable based on performance)

2. Summary

The Director of Finance and Business Development will play a key role in leading the Finance and Commercial departments, contributing to the overall success of Kuensel Corporation Limited. This position involves strategic planning, financial management, and business development.

3. Responsibilities

In addition to general responsibilities assigned by the Management, the Director of Finance and Business Development will have the following specific roles and responsibilities:

3.1 Key Responsibilities

- Develop and implement comprehensive business and financial strategies to support the KCL's short-term and long-term goals.
- Conduct thorough financial analysis, forecasting, and budgeting to ensure sound financial decision-making and resource allocation.



- c. Oversee the preparation of financial statements for monthly, quarterly, and yearly reporting requirements.
- d. Explore opportunities for automation, artificial intelligence, and data analytics to streamline processes, reduce costs, and improve customer experience.
- e. Explore international markets for business expansion and adapt business strategies to cater to diverse cultural preferences and regulatory environments.
- f. Make rational investments in financial instruments and other capital with management approval.
- g. Efficiently manage the company's working capital, including prompt collection of receivables.
- h. Explore, develop, and implement a comprehensive market diversification strategy to expand the publishing and printing business's reach into new customer segments and geographical areas.
- i. Lead and represent the management team individually or along with the CEO at the business review meetings with MoF and the Transformation Office.
- j. Review, analyze, and submit monthly and quarterly financial reports, explaining material variances to management.
- k. Implement, review, and maintain the product and segment profitability costing system.
- l. Consolidate and prepare budgets, forecasts, and performance indicators.
- m. Verify and approve bank reconciliations.
- n. Ensure compliance with tax and insurance requirements.



- o. Strategize and implement cost control measures to optimize operational efficiency and maximize profitability.
- p. Sign documents for supplier payments and official correspondence.
- q. Liaise with auditors, bankers, and relevant government authorities.
- r. Ensure timely preparation of audit schedules and accounts.
- s. Prepare, review, and evaluate the department's compact.
- t. Keep the CEO informed in a timely manner on all significant matters.

4. Human Resource Management and Development

4.1 Human Resource Management and Development

- a. Provide overall leadership and motivation for the team.
- b. Inculcate a performance culture in the company.
- c. Develop and implement an HR Plan for the Department, including manpower planning.
- d. Undertake Training Needs Assessments and Employee Engagement Surveys.
- e. Foster a corporate culture that promotes ethical practices, individual integrity, and social responsibility.

4.2 Relationship Management

- a. Ensure effective communication and maintain constructive relationships with shareholders and stakeholders.
- b. Protect and enhance the company's image and reputation at all times.
- c. Represent the company on behalf of the CEO when required.



5. Qualification & Experience

- a. Minimum Master's Degree in Finance *or relevant fields* from a legitimate university.
- b. Minimum of 10 years of relevant work experience, including at least three years preferably in a leadership role in Finance/Business.
- c. Demonstrated results-oriented approach in past roles.

Note: If there are many qualifying candidates, shortlisting will be done based on educational qualification, the number of years of relevant work experience, past achievements and relevant leadership experience. Only shortlisted candidates will be called for the interview.

6. Skills, knowledge and Attributes Required

- a. Excellent managerial and technical capabilities.
- b. Strong analytical, problem-solving and decision-making skills.
- c. Negotiation and client management skills.
- d. Strong oral and written communication skills.
- e. Impeccable integrity and business ethics.
- f. Strong interpersonal skills and ability to develop meaningful relationships.
- g. Ability to complete projects under deadlines.

7. Employment Type and Tenure

The Director will be recruited on a three-year contract, renewable based on performance.



8. Mandatory documents (required to submit along with application)

- a. Kuensel's Job Application Form.
- b. Curriculum vitae (CV) indicating the applicant's details and with two referees' names and details.
- c. Master's Degree certificate and transcripts (X, XII & Degree).
- d. A valid document proof/evidence to show 10 years of work experience including at least three years in a leadership role preferably in Finance/Business.
- e. A valid Citizenship Identity Card.
- f. A valid audit clearance certificate for interview.
- g. A valid security clearance.
- h. Valid medical fitness certificate.
- i. No objection Certificate, if employed.

9. Salary and Other Benefits

- a. Salary and benefits shall be fixed within the existing Kuensel pay scales & and in line with the Kuensel Service rules.

10. Place of Posting: Thimphu

*** Short-listed candidates will be called for the interview.**

*** Original documents should be produced during the interview.**

Please note that your application form and copies of relevant documents once submitted will be the property of Kuensel Corporation Ltd. and shall not be returned. Incomplete documents can lead to the rejection of the application.