GELEPHU INVESTMENT & DEVELOPMENT CORPORATION

Terms of Reference

Position	Senior Manager
Department	Department of Finance
Employment type	Full Time Employee
Reports to	Director, Finance
Last Application Date	14th August,2026.

1. Background & Context

The Gelephu Investment and Development Corporation (GIDC) is mandated to mobilise, deploy, and safeguard the capital that will translate the Gelephu Mindfulness City vision into reality building the infrastructure, enterprises, and institutions of an entirely new economic region from the ground up. Delivering on a mandate of this scale rests on a Finance and Accounts function capable of matching the ambition: one that converts capital into disciplined investment, protects the integrity of every fund entrusted to the organisation, and equips leadership with the financial intelligence to act quickly and with conviction.

The Accounts and Finance function sits at the centre of this undertaking. It is accountable for the stewardship of GIDC's funds, the accuracy and credibility of its financial position, and the policy and control architecture on which investors, lenders, Government, and auditors depend. As GIDC evolves from a start-up into a multi-entity enterprise, the function must do far more than record and report it must forecast, challenge assumptions, price risk, and partner with the business so that capital is directed to where it creates the greatest and most enduring value. The role therefore demands not only technical mastery and unimpeachable integrity, but the resolve to build robust systems at pace and to hold the organisation to the highest financial standards as its mandate unfolds.

2. ToR Summary

The Senior Manager, Accounts and Finance lead the accounts and finance function and is accountable for the integrity of GIDC's standalone and consolidated financial position, the stewardship of its funds, and the policy architecture governing how the organization records, reports and manages the accounts. The role is defined for a modern finance leader-bring automation and artificial intelligence into the accounting cycle so that reporting shifts from retrospective compilation to forward-looking insight.

3.Key Responsibilities

3.1. Financial Reporting and operation

- Prepare timely, accurate standalone financial statements for GIDC and consolidated group statements covering all subsidiaries, joint ventures, associates and special purpose vehicles, in accordance applicable accounting standards.
- Safeguard the integrity of the general ledger, chart of accounts and accounting records across the group.
- Track changes in accounting standards and regulation, assess their impact, and implement changes ahead of the reporting date.
- Manage the external and statutory audit for GIDC and group entities, and close out findings within agreed timelines.
- Establish and maintain effective internal controls, policies, and procedures to safeguard assets and ensure financial accuracy.

3.2. Fund Raising and Treasury Management

- Manage GIDC's funds across operating, project and capital accounts.
- Maintain rolling short, medium and long-horizon cash flow forecasts; advise on funding gaps, drawdown timing and deployment of surpluses.
- Manage banking relationships, accounts, mandates and signatories; place surplus funds within approved counterparty and risk limits.
- Prepare fund raising materials, identify and approach prospective lenders/investors, etc.
- Monitor debt servicing, loan covenants and guarantees; identify and mitigate interest rate, foreign exchange, counterparty and concentration risk.
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3.3. Accounting Policies, Budget Manual and Financial Governance

- Develop and maintain GIDC's Accounting Policies and Procedures Manual, covering recognition, measurement, presentation and disclosure across all material transaction classes.
- Develop and maintain the Budget Manual.
- Design supporting governance instruments: internal control system, chart of accounts, fixed asset and capitalization policy, etc.

3.4. Budgeting, Forecasting and Business Partnering

- Lead annual budgeting for GIDC and coordinate group-level budget consolidation and linking budgets to delivery plans.
- Monitor execution, analyze variances by explaining drivers, and escalate emerging risks early enough to be acted upon.
- Produce financial analysis, scenario models and sensitivity analysis to support investment decisions, project appraisal, cost management and capital allocation.

3.5. Accounting Operations, Tax and Statutory Compliance

- Oversee accounts payable and receivable, payroll accounting, general ledger, bank and intercompany reconciliations, and fixed asset accounting.
- Ensure compliance with tax laws and regulations, overseeing the preparation and filing of tax returns including timely and accurate filing of tax returns and payments.
- Deliver period-end and year-end closing to a fixed calendar with a documented, reviewable audit trail, and maintain retrievable records per statutory retention requirements.
- Ensure full compliance with applicable accounting standards across GIDC and group entities, including accurate and timely computation, filing and settlement; manage tax assessments, audits and queries.
- Advise management on the tax implications of transactions, structures and new entities, and on legitimate tax planning within the applicable framework.

3.6. Digitalisation, Automation and Integration of Artificial Intelligence

- Selection, configuration, implementation and continuous improvement of the ERP or accounting platform and its integration with AI features.
- Identify and implement responsible AI and automation across the accounting cycle: invoice and document data extraction, bank and intercompany reconciliation, anomaly and duplicate payment detection, etc.
- Apply AI-assisted analytics to forecasting, cash flow prediction, audit sampling and management reporting, moving the function toward continuous monitoring.
- Set guardrails for AI use in finance- data confidentiality, mandatory human review and sign-off, explainability, retention of the audit trail, and clear accountability.

3.7. Reporting, Stakeholders and Leadership

- Prepare and present financial reports, dashboards and briefings to the management, the Board and its committees, and to shareholders and fund providers.

- Liaise credibly with auditors, tax authorities, banks, regulators, investors, development partners and government agencies.
- Lead, coach and appraise the accounts and finance team.
- Work with agility in an organization still being built- take on work beyond a narrow job description, and design processes that can be stood up quickly and refined as GIDC matures.
- Undertake such other assignments as required by the Company.

4. Qualifications and Experience

- Master's degree in accounting, Finance, Commerce, Business Administration or a related field with a minimum of five (5) years of relevant post-qualification experience, excluding the study period; or a professional accounting qualification (CA, ACCA, CPA, CIMA or equivalent) with a minimum of five (5) years of relevant experience; or a Bachelor's degree in a relevant field with a minimum of eight (8) years of relevant experience.

- Preference will be given to candidates with demonstrated experience in preparing financial statements under BAS/IFRS, in treasury or fund management, in drafting accounting policy or budget manuals, and in implementing or upgrading an ERP system.

5. Competencies and Attributes

- **Technical:** strong command of BAS/BFRS or IFRS, financial reporting and consolidation; practical capability in fund and treasury management and cash flow forecasting; ability to draft policy that is precise, usable and enforceable; working knowledge of tax and company's law; proficiency in an ERP environment and advanced Microsoft Excel.
- **Digital:** Some familiarity with automation platforms, analytics and visualization tools and AI assistants applied to finance, with sound judgement on where their use is and is not appropriate.
- **Personal:** unimpeachable integrity and professional ethics; precision without losing the whole picture; analytical rigour; agility and a genuine willingness to build from first principles and learn new tools; clear written and spoken English and Dzongkha; organizational discipline and delivery to deadline without prompting; collaborative and credible with colleagues and external counterparties.

6. Application Requirements and Terms

- Curriculum vitae;
- Copy of Master's/Bachelor's Degree Completion Certificates and Academic Transcripts.
- Copy of Citizenship Identity Card;
- Valid Security Clearance Certificate;
- Medical Fitness Certificate;
- Audit Clearance Certificate; and
- Two references from referees who are not family members.

7. Employment Terms:

- Regular

8. Salary & Others Benefits

- Remuneration and benefits shall be as per the GIDC's Service Rules/Policy.

9. Placement

- Currently based in Thimphu, but may relocate to GMC.