**Terms of Reference (TOR) for Senior Finance and Program Manager**

Position Title: Senior Finance and Program Manager

Position Level: Spec-II

Reports To: Program Director/Project Manager

Location: Metog Lam, Above Memorial Chorten

The Senior Program and Finance Manager (PFM) will be responsible for managing key programs and overseeing financial operations at the Handicrafts Association of Bhutan (HAB). This role involves leading initiatives that empower artisans, boost market access, and promote the branding of Bhutanese handicrafts through strategic programs and collective marks. The PFM will also manage membership services, ensure financial compliance, and supervise audits. Working closely with the Executive Director, the PFM will contribute to HAB’s sustainable growth, enhance visibility for Bhutanese crafts, and ensure the organization’s financial stability.

**Key Responsibilities**

1. **Program Management**

1. Work closely with the Executive Director (ED) to design and implement strategic programs that support artisans and other stakeholders, ensuring they align with HAB’s vision and goals.
2. Drive market access for artisans by connecting them with buyers, organizing national and international trade events, and supporting participation in key exhibitions.
3. Develop and deliver capacity-building programs that improve artisans’ skills, productivity, and innovation.
4. Lead the branding of Bhutanese handicrafts by promoting collective marks to differentiate and ensure recognition of authentic Bhutanese crafts in both local and global markets.
5. Regularly evaluate and improve programs to ensure they meet HAB’s objectives and deliver meaningful impact.
6. Support the ED in building strategic partnerships with government bodies, civil society, international organizations, and private sector stakeholders.
7. Advocate for policies that protect Bhutan’s cultural heritage and address challenges in the handicraft sector.
8. **Membership Management**
9. Build strong, positive relationships with individual and institutional stakeholders within handicrafts sectors to drive membership by providing tailored support, including training, resources, networking, and market opportunities.
10. Design programs that enhance members’ skills, market visibility, and business growth, ensuring they derive clear benefits from HAB’s services.
11. Organize knowledge-sharing, mentorship, and networking events to strengthen relationships and foster innovation within the membership community.
12. Educate members on social security programs, ensuring they understand their rights and how to access benefits.
13. Establish a group support scheme to provide financial or other assistance to members in times of need, such as illness or natural disasters, fostering solidarity within the community.
14. Collect and act on feedback from members to continually improve the programs and services offered, ensuring they remain relevant and valuable.
15. **Financial Management**
16. Oversee all financial operations, including budgeting, accounting, procurement, and payroll, ensuring compliance with national regulations and internal policies.
17. Prepare and present clear, accurate financial reports to the Executive Director, Board, and donors on time.
18. Support grant management by preparing proposals, overseeing disbursements, and ensuring compliance with donor requirements including external audits.
19. Ensure the mandatory conduct of external audits by the Royal Audit Authority (RAA), address audit findings, and implement recommendations to strengthen financial controls.
20. Identify financial risks and develop strategies to ensure long-term financial sustainability, including resource mobilization and risk management plans.
21. Explore and secure new funding opportunities through grants, partnerships, and revenue-generating initiatives to support and expand HAB’s programs.
22. **Team Leadership**
23. Mentor and guide the program and finance teams, fostering a collaborative, growth-oriented environment that aligns with HAB’s mission.
24. Provide strategic advice to the Executive Director and Board on organizational development to ensure sustainable growth and effective use of resources.
25. Promote cross-functional collaboration to integrate program and financial operations seamlessly.
26. **Employment Conditions**
27. **Reporting:** The Senior PFM will report directly to the Executive Director (ED).
28. **Employment Status:** This position is a regular employment role with full-time responsibilities.
29. **Compensation and Benefits:** Compensation and leave entitlements will be in accordance with the HAB’s internal service rules (ISR).
30. **Probation Period:** Six (6) months to one (1) year.