

Terms of Reference

Job Title:	ESP
Reports to:	General Manager, Thimphu Main Branch
<p>The Job responsibilities of the ESP are as follows:</p> <ol style="list-style-type: none">1. Sorting and binding of vouchers;2. Safekeeping of the vouchers and submission of vouchers to the auditors as and when required;3. Taking vouchers for authorization;4. Record keeping;5. Help cashier during huge deposit and withdrawals;6. Managing crowds; and7. Directing clients.8. Any other jobs assigned by the immediate supervisor or other officers in the interest the corporation.	