

Accounts Officer

KarmojibiNari (KN)

Vacancy

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Job Context

- KN is going to start a new project for one year and calling application for an Accounts Officer of this project.

Job Description / Responsibility

- His/her main responsibilities are to maintain day-to-day accounts, carry out regular administrative work.
- Maintain and update day to day books of account and registers properly.
- Prepare the monthly, quarterly, annual and final financial statements of project.
- Prepare all relevant financial documents for project.
- Provide financial, accounts and administrative management support to the project.
- Ensure the compliance of VAT & Tax related rules & regulations of NBR.
- Ensure compliance for the external auditor.
- Ensure the compliance with financial manuals.
- Face the internal and external audit and donor representatives.
- Keep/preserve documents of all financial transactions (vouchers/bills) to produce to the donor.
- Provide assistance to Project team in his/her day to day administrative matters.
- Bank operation for the project and bank reconciliation.
- Ensure record keeping as per organizational policy and donor requirements.
- Ensure approval from government authority after completion of project.
- Any other job as and when required by the Management.

Job Nature

Contractual

Educational Requirements

Post graduate in Accounting or Finance

Experience Requirements

- At least 3-4 year(s) Accounts related experience.

Job Requirements

- Age Limit: 25- 40 (flexible for experienced personnel);
- Minimum 3-4 year(s) in the relevant field;
- Previous experience and knowledge of NGO Affairs Bureau rules , Tax and VAT rules and procedures is essential ;
- Training on financial management will be an added advantage;
- Demonstrated competence skills in financial report writing and record keeping in English and Bangla;
- Good command in MS Office, internet, other IT applications and experience of using different financial management software's.

Job Location

Dhaka

Salary Range

Negotiable

Job Source

E-mail, Office Notice and KN's website

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Procedure on how to apply:

Interested candidates are requested to send their CV with photo and Cover letter to karmojibin91@gmail.com or direct submit to the office (Green Avenue Park, House # 01, Apt. B-8, Road # 03, Block # A, Section # 06, Mirpur, Dhaka-1216). In job title have to mentioned with recognizing to the Executive Director (In-charge) of the organization on the Cover letter.

Apply Instruction

Read before apply

Only short listed candidates will be called for interviews and TA/DA will not be provided.

Application Deadline: 24 March, 2021 (by 1:00pm)