

## **Post: Accounts Officer**

The Accounts Officer will be responsible for maintaining project accounts at PIU. He/she will also be responsible for releasing fund from the PKSf and will work under the direct supervision of the Coordinator of PIU.

### **Major Responsibilities**

- Maintain all books of accounts of the project and maintain bank accounts, cash management, fixed assets management, stock management, advance and reimbursement, audit arrangements, TAX and VAT regulations and compliance with the project;
- Prepare budget and ensure actual expenditure is in line with the budget, maintain disbursement, reconciliation, and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006;
- Assist in preparing monthly, quarterly and annual financial reports and any other related reports as per project requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts, and finance; and
- Perform any other tasks assigned by the management.

### **Educational and other Qualifications**

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;
- Training in Financial Management will be treated as extra quality;
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skills of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills.

### **Experience**

- At least 5 years of experience in accounts and finance related work in any reputed organization.

**Age Limit:** Maximum 50 years.

**Work Station:** [Sherpur](#) extensive field visit across the country is required.

**Assignment Duration:** Tentative 5 Years (Annually renewable based performance)

**Salary & Allowances:** Consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

### **Read Before Apply**

#### **Qualified women are strongly encouraged to apply**

Rural Development Sangstha (RDS) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.

**\*Photograph must be enclosed with the resume.**

### **Apply Procedure**

Interested candidates are requested to send their handwriting application along with an updated CV (Mention the addresses and mobile numbers of two prominent people who know you), the latest passport size photographs (4 copies), copies of all academic and experience certificates, national ID card, Deposit slip of Tk. 200 for an exam fee in favor of Rural development

Sanstha (RDS), A/C no: 6201100020696, Sonali Bank, Sherpur Branch. Addressing the application Executive Director, Rural Development Sangsha, 49, Griddanarayanpur, Sherpur Sadar, Sherpur -2100. Only short-listed candidates will be invited through their mobile number for the selection process. Please write the position`s name at the top right-hand corner of the envelope. The authority reserves the right to accept/reject any application and to add/relax any terms of the recruitment circular.

**Application Deadline: 20 Jun 2022**