

## **Post: Accounts Officer (Total Post: 1)**

### **Qualification & Experience:**

- Masters in Accounting/Finance from any recognized University and CA Course completed. Previous experience in working with NGOs/ Government/Development partners will be an added advantage.
- Ability to work independently. Strong administrative, organizational and financial management skills.
- Good oral and written communication skill both in Bangla and English.
- Excellent computer skill.

### **Brief on Job Responsibilities:**

- Prepare monthly project accounts and other financial statements of TB Control Project of BKMEA following budget and work plan.
- Maintain cash book, ledger, other files and documents.
- Prepare Fund Requirement of the project.
- Coordination with BRAC and related stake holders.
- Record keeping and reporting.

**Job Location:** BKMEA Health Care Center, BSCIC, Narayanganj

**Duration of Contract:** 3 Years

**Gross Salary:** Negotiable

**Age:** Not exceeding 38 Years

**Application Instruction:** Potential candidates satisfying the job requirements are invited to apply with complete CV, 2 copies recent passport size photograph, addressed to **Chief Executive Officer**, BKMEA, Planners Tower (4<sup>th</sup> Floor), 13/A, Sonargaon Road, Banglamotor, Dhaka-1000.

**Application Deadline:** 08-10-2017

Short listed candidates shall have to pass through our selection process which will be communicated in due time.