

Bangladesh Institute of Governance and Management

E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Job Opportunity 2021

Bangladesh Institute of Governance and Management (BIGM) is a academic, training and research institute offering Masters degrees, professional training and conducting research on national policy issues. We are seeking experienced individuals for following vacant positions:

Accountant

Requirements:

Masters in Accounting having working experience of at least 3 years in any development project/s. Candidates with advance training on professional accounting works will get preference Accountants, just retired from government service, are also encouraged to apply. Familiarity with productivity tools, including Microsoft Office Suite and Experience of using of accounting software, such as QuickBooks and Quicken will be additional qualification.

Job Description:

- Process accounts payable and receivable, depending on role, ledger and voucher
- Utilize database software to organize financial account information
- Handle account inquiries from internal and external sources
- Maintain communication with different stakeholders in connection with accounts dealings.
- Ensure Institute/ projects or unite's financial accounts and others.
- Perform internal audits on financial activities as necessary
- Review both incoming and outgoing invoices
- Generate financial reports for review regulatory authorities
- Works as in charge/ deputed to any projects or unite performance.

Age: Minimum 30 years; maximum 62 years.

Compensation: Following the grade of 10-8 of national pay scale.

Position: 01.



Application Guideline:

Interested persons are requested to apply with:

1. A cover letter addressed to the Chairperson, Selection Committee
2. A complete Curriculum Vitae (With passport size photo).

Application submission:

1. **By e-mail to:** recruitment@bigm.edu.bd (in **one PDF file**, and the file should be named by **applicant name and valid mobile number**). Please also mention the name of applied post on the subject of the e-mail. **And:**
2. **Hard Copy:** One set of hard copy (with two photos) to BIGM {E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207}. Please also mention the name of applied post on top of the application the envelop.

Application Deadline: **October 21, 2021**

Only short-listed candidates will be called for interview.

BIGM is an equal opportunity employer.

Chairperson

Selection Committee

