

## **Vacancy Announcement: Senior Officer, Finance and Accounts**

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

### **Purpose:**

We are looking for a Senior Officer, Finance and Accounts, to support the Finance department in smoothly processing day-to-day financial functions. The Senior Officer will report directly to the DGM, Finance, and Accounts. Details of the position are stated below:

### **Key responsibilities:**

- Prepare documentation of day-to-day financial records.
- Prepare and submit all financial reports to donors and respond to their feedback and inquiries.
- Review budget and actual expenditure of the organization on regular basis and provide necessary information to management for decision making.
- Prepare budget including budget narrative and clear disbursement as per approved budget line and appropriation/ Re-appropriation of budget.
- Coordinate internal and external audit and prepare audit responses and review financial claims (invoice, bills, vouchers and make payment in compliance with policies and procedures.
- Responsible for VDS and TDS and prepare required documentation of VAT and Tax and submit to government office on monthly basis.
- Keeping all financial records and reports up-date and in an organized manner and communicating with the all-stake holders as per need.
- Prepare bank reconciliation.
- Processing the final payments, tax certificates for vendor and employees and pay slips for employees.
- Carry out any other duties related to the organization, as requested by the supervisor.

### **Requirements/Qualification:**

- Masters in Accounting, Finance, or a related field
- CA (CC), CMA, or partly qualified professionals are preferred.
- 2 years of hands-on experience in accounting or finance
- Proficient in accounting software (Tally, QuickBooks, SAP, or other ERP systems)
- Strong knowledge of local tax laws and financial regulations
- Detail-oriented with excellent numerical and analytical skills.
- Strong communication and interpersonal abilities

### **Salary:**

Negotiable salary package offered upon successful completion of selection process

### **Benefits:**

Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.



### **Contract Types and Duration:**

The agreement is based on a contractual service arrangement but there is a potential for extension based on the performance

### **Application Process:**

Interested candidates are invited to submit a cover letter, curriculum vitae (CV) to [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) by **May 17, 2025**. Please indicate "Application for Senior Officer, Finance" in the subject line of the email. Only shortlisted candidates will be contacted for interviews.

*Only short-listed candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.*

*We are an equal opportunity employer and encourage applications from qualified women and minority candidates.*

*The organization reserves the right to make an appointment at a grade lower than that advertised.*