

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: <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 AGM, 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:

- Master's in business administration/studies, major in Accounting, is preferable.
- Professional qualification is preferable.
- At least 2 years of working experience in finance and accounts
- Excellent communication skills in English and Bengali
- Ability to work under pressure.
- Good proficiency in MS Office is mandatory.

Salary & Benefits: As per the policies of BRAC JPGSPH.

How to apply: All interested candidates are advised to submit their CVs by email at recruitment.sph@bracu.ac.bd by **14 September 2023**. Please mention in the subject line of your email: **Job Application for Senior Officer, Finance and Accounts**.

Only shortlisted 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 advertised. BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.