

Date: 15-02-2024

Job Circular

Position Name: Accountant

Employment type: Full-time and Project-based

Project Title: Hire and Train Component under EDGE Project at the Institute of Information Technology, University of Dhaka (IIT-DU)

Project End Period: September, 2025

Job Location: Institute of Information Technology (IIT), University of Dhaka, Bangladesh.

The Institute of Information Technology (IIT) of University of Dhaka (DU) is seeking for a creative, enthusiastic, and energetic individual to work as an Accountant at the Hire and Train Component under EDGE Project at the Institute of Information Technology, University of Dhaka (IIT-DU). Prospective candidates are invited to send their resumes to hireandtrain@iit.du.ac.bd or deliver hard copies to the office of the IIT-DU in person. Please attach all academic certificates, passport size photos, experience certificate and necessary documents along with your resume.

Job Requirements:

1. Graduation in any discipline.
2. Minimum two (2) years of relevant experiences that include budget preparation, maintaining records of all authentic documents and vouchers, ensuring timely preparation and submission of statement of expenditures (SOE), bank reconciliation, disbursement to companies, and providing support during audits.
3. Chartered Accountant (CA) (ongoing) candidates will be given preferences.
4. Must be proficient in using Microsoft office applications like MS Word, MS Excel, MS PowerPoint, Email, and Internet.
5. Proficiency in any accounting software will be an added advantage.
6. Must have excellent English and Bengali communication skills.
7. Ability to work in a fast-paced environment and work at evening or weekends under pressure.

Salary: Competitive

Application deadline: 29 February, 2024



Dr. B M Mainul Hossain
Director and Professor
IIT, University of Dhaka