1 February 2024

Hiring for a Project of the Dept. of CSIT at BSMRAU

Position Name: Accountant - EDGE BSMRAU Student Training Program

The Department of Computer Science and Information Technology (CSIT) at Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU) is seeking a creative, enthusiastic, and energetic individual to work as an Accountant in support of the EDGE BSMRAU Students Training Program, which will commence operations soon.

Job Requirements:

1. Graduation in Accounting or related discipline;
2. Two (2) years of relevant experience that includes budget preparation, financial forecasting, maintain 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. Must be proficient in using Microsoft office application like MS Word, MS Excel, MS PowerPoint;
4. Must have an excellent English communication skill;
5. Assisting with administrative tasks assigned by the Training Coordinator as required;
6. Ability to work in a fast-paced environment and Work under pressure.

Employment type: Full-time, Temporary, and Project-based;
Duration: 1 Year 5 Months / Project period;
Location: Dept. of CSIT, BSMRAU, Gazipur 1706., Bangladesh;
Salary: 44,000 BDT (consolidated) per month;
Application deadline: 7 February 2024.

Additional Notes

Prospective candidates are invited to send their resumes with a cover letter to headcst@bsmrau.edu.bd, Cc: gcsaha@bsmrau.edu.bd or deliver hard copies to the CSIT department office in person. Make sure to mention the position (Accountant - EDGE BSMRAU Student Training Program) in the subject line.