



RTM Al-Kabir Technical University (RTM-AKTU)

RTM Point, TB Gate, East Shahi Eidgah, Sylhet-3100

Job Announcement

Position: **Finance Officer**

Job Context:

RTM Al-Kabir Technical University, Sylhet, Bangladesh is a technology focused University in private sector. It is a Technical and research-based university. This University offers education at an affordable and lower cost. Scholarships are available in different categories especially based on merit. This university has a modern congenial atmosphere to pursue graduate and undergraduate courses in three faculties under the exclusive care of the learned faculty members.

RTM Al-Kabir Technical University, Sylhet is going to appoint a Finance Officer. Those who consider themselves eligible and willing to be based in Sylhet may apply. Details information are given below:

Job Responsibilities:

- Maintain the books of Accounts, Accounting Software, Bank operation, maintain all other financial records, prepare budget, produce reports and responsible for the internal and external auditing.

Employment Status:

- Full-time

Educational Requirements:

- Graduate in BBA/Masters in Accounting/Finance from a reputed Institution

Experience Requirements:

- 2 to 3 year(s) experience in the relevant field of finance and auditing.

Additional Requirements:

- Demonstrated skill in computer programs like MS office, Accounting software, email/internet

Job Location:

- Sylhet

Salary:

- RTM-AKTU pay structure

Apply Procedures (both e-mail and hard copy)

Interested candidates are requested to apply to **the Registrar, RTM Al-Kabir Technical University, RTM Point, TB gate, Sylhet-3100, Bangladesh**. Electronic copy of the application, detailed curriculum vitae along with recent passport size photograph, contact number, e-mail address, copy of NID, academic all certificates are to be sent to Email: recruitment@rtm-aktu.edu.bd.

Only short-listed candidates will be called for interview. No TA/DA will be provided for attending the interview.

Application Deadline: **7 April 2023**.