



RTM Al-Kabir Technical University (RTM-AKTU)
RTM Point, East Shahi Eidgah, TB Gate, Sylhet 3100, Bangladesh

Job Circular

Date: **21 April 2024**

Name of the Position:

Finance Officer

RTM Al-Kabir Technical University (RTM-AKTU), Sylhet

RTM Al-Kabir Technical University; Sylhet, Bangladesh is a technology focused University in private sector approved by the Government and the Bangladesh University Grants Commission (UGC). It is a Technical and research-based university. The university is located in Sylhet. 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 is also having a research center named as 'Center for Research, Training and Management (CRTM), University and a profound Institute named as Bangladesh Institute of Inclusive Skill Development (BIISD) with the approval of the UGC.

RTM-AKTU is Inviting applications for the Finance Officer

Employment Status: Full-time / Part time.

Job Responsibilities:

The Finance Officer is responsible for the financial and accounting functions of the RTM Al-Kabir Technical University, Sylhet and It's associated organizations. S/he is responsible for providing support in day-to-day financial recording and reporting or any other finance support to facilitate the implementation of the activities of the University. The Finance Officer must demonstrate the ability to use financial software and sound business and situational judgment in assuring that all costs are reasonable and necessary for the completion of the specific task of the University.

The Finance Officer' will support the program with duties and responsibilities including, but not limited to, the following:

Accounting and Financial Management

- Record of financial/accounting data on time.
- Prepare monthly bank and cash reconciliation.
- Prepare monthly Payroll.
- Compliance with Government and Bangladesh University Grants Commission Guidelines and policies.
- Preparation and submission of quarterly financial reports to the different Government authorities as and when required
- Maintains University Financials and accounting files.
- Organize all financial and procurement documents for future audits in a timely manner
- Review all invoices, ensure all documents follow University and accounting policies, and prepare the relevant voucher for payment.
- Work with accounting software and generate reports as required by management.

- Before any payment, ensure expenses are allowable and approved properly before processing, verifying documentation, having enough supporting documents, and cash management in place.
- To ensure the invoices and disbursements of all payments in accordance with delegation of authority, guidance, and approval provided by university management and in compliance with all International Accounting standards.
- Prepare and reporting fixed assets register and related depreciation.
- TDS & VAT calculation & submission into Govt. treasury, preparation & submission of Monthly Return to National Board of Revenue authority.

QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the minimum qualifications listed below:

Education: Degree in accounting/Finance or related discipline. CA courses completed will be preferred

Experience:

- At least **3** years of working experience in the relevant field.
 - Experience of work in accounting software
 - Experience in Coordinating with the internal and external auditors.

Skills/Competencies:

- Advanced knowledge on key aspects of accounting, Financial Management and all its components and reporting.
- Ability to prioritize tasks and meet deadlines.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office programs, especially Excel spreadsheets or comparable software.
- Maintain good interpersonal relations with other teams and team members.
- Able to communicate effectively and should have innovative thinking skills.
- Knowledge of VAT and Tax Laws

Job Location:

Sylhet.

Salary:

RTM AI-Kabir Technical University (RTM-AKTU) pay structure.

Application Deadline:

02 May 2024

Apply Procedures (by E-mail):

Send your application, detailed curriculum vitae along with a recent passport-size photograph, NID, copies of certificate, transcripts to the **Registrar, RTM AI- Kabir Technical University (RTM-University), RTM Point, East Shahi Edgah, Sylhet,3100, Bangladesh** by E-mail: recruitment@rtm-aktu.edu.bd **(Indicating the name of the position in the subject line) on or before 02 May 2024.**

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