

Manarat International University

Plot # CEN-16, Road # 106, Gulshan, Dhaka-1212, Telephone: 58817525, 222262251, 55060025

website: www.manarat.ac.bd

CAREER OPPORTUNITY

Manarat International University invites application from Bangladeshi nationals for the following positions:

Director (Finance and Accounts)

Department: Finance and Accounts

Manarat International University (MIU), one of the leading private universities in Bangladesh, invites application from potential talents for its Finance and Accounts Department.

Main Duties and Responsibilities:

- To prepare yearly Financial Budget of MIU and conduct Financial Meeting.
- Preparation of financial statements/monthly income and expenditure report.
- Maintaining and further developing a culture of service and support.
- Developing financial planning and strategy.
- Analyzing complex financial data and reporting on financial performance.
- Overseeing audit and tax functions.
- To facilitate Internal and External audits and liaise with concerned auditors as & when required.
- Developing and implementing accounting policies as per Private University Act 2010.
- Preparing annual forecasts and comprehensive budgets.
- Reviewing departmental budgets.
- Managing internal controls, assessing & minimizing risk.
- Meeting deadlines in a fast-paced work environment.
- To perform additional responsibilities as & when assigned.

Educational Requirements:

- M.Com/MBS/MBA in Accounting/Finance from any reputed university.
- ICMA/CA/ACCA/CIMA/ICSB/ICMA from any reputed firm will be given preference.
- Retired personnel from any Government or Non Government organization in relevant field will be given preference.

Requirements:

- Minimum of 18 years work experience with at least 6 years in a Deputy Director position in Finance/Accounts department in any University or similar institutions/organizations.
- Thorough knowledge about VAT and Income Tax compliance.
- Proficiency in MS office.
- Strong interpersonal skills.
- Excellent organizational skills.
- Excellent verbal and written communication skills both in Bangla and English.
- Ability to work with a diverse group of colleagues is essential.
- Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement.
- Flexible approach to work and positive response to changing requirements.
- Understanding of the importance of confidentiality.

Additional Requirements:

Retired personnel from any Govt. or Non Govt. in relevant field will be given preference

Age: minimum 42 years.

Salary & other benefits: As per MIU Service rules.

Strong sense of discretion and confidentiality required.

Application Procedure:

- Interested candidates meeting the above requirements should apply to fill up the prescribed form (available in MIU website)
- Application should be sent to the office of the Registrar, Manarat International University (MIU), Gulshan-2, Dhaka-1212 by 10 July 2024

Any attempt to influence the selection process unethically will disqualify the candidate's application.