



OFFICE OF THE ACCOUNTS AND DEVELOPMENT

JOB DESCRIPTION & PERSON SPECIFICATION FOR JUNIOR ACCOUNTANT OR ACCOUNTANT

1. JOB INFORMATION

Post Title: **JUNIOR ACCOUNTANT OR ACCOUNTANT**

Mode: **Full Time**

Ref No: **WUB/HR/ACC/2019(1)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

100% honest in all aspect;

Have to Ability to handling to Tally Software;

Have to experience on VAT calculation;

Voucher Posting in Accounting Software;

Preparation of Financial Statements;

Prepare and maintain invoice/Bill/Voucher & posting into the accounting system;

Maintain cash book, Bank Book & other ledger books;

Coordination and good corporate communication with C&F Agents;

Relevant records to ensure compliance with VAT and Tax issues;

Must be able to work in a team;

Able to work in MS Office Applications & internet environment;

Must have excellent writing and verbal communications skill;

Encouraging to apply those who are fluent in English;

Should have a positive attitude & team spirit and willingness to work under pressure.

Perform any other work assigned by the management.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrators as appropriate.

PERSON SPECIFICATION FOR JUNIOR ACCOUNTANT OR ACCOUNTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Minimum HSC in Commerce Background.	Must be fluent in English and Bengali.
Experience	Two (02) years' experience required.	Experience in Chatter Accounting will get preference.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external network. Some administrative and organizational experience.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team of group. Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.