



# BANGLADESH INSTITUTE OF LABOUR STUDIES - BILS

House 20 (3rd Floor), Road 11 (New), 32 (Old), Dhanmondi R/A, Dhaka-1209  
Tel : +88-02- 48118815,48113754,58151409,58151394 Fax : 88-02-58152810, E-mail : [bils@citech.net](mailto:bils@citech.net)

[www.bilsbd.org](http://www.bilsbd.org)

Date: 22 June, 2021

## JOIN THE TEAM

Bangladesh Institute of Labour Studies-BILS, devotes the endeavors for protecting the rights of working people through enhancing the capacity of trade unions, invites applications from qualified persons for the following position:

### **Position: Accounts Officer**

#### **Requirements**

- Masters in Accounting
- 3-5 years related job experience for Accounts Officer for in the same functional area.
- Computer literate with advanced skill on Accounting related Software.
- Good verbal and written communication skills both English and Bangla.

#### **Job Description / Responsibility**

- > Maintain Cash book, Ledger book & transaction related activities both office and bank
- > Correspondence with bank and preparation of bank reconciliation Statement accordingly
- > Prepare of cash, cheque receipts & payments vouchers and maintain relevant books of accounts.
- > Prepare monthly, Quarterly & yearly financial report
- > Provide assistance to the purchase committee for procure any items.
- > Maintain all relevant to stock register
- > Provide logistic support during Training/ Workshop/ Meeting/ Seminar
- > Liaison with Donor Agency and fulfill their requirements
- > Dealing properly Tax & Vat as per Govt. rules.
- > Provide in support to both Internal, External Audit
- > Any other responsibility designed by BILS management

**Salary** : 28,000/- ( Net Payment )

**Job Location** : Chattogram

**Duration** : August – December, 2021

Interested candidates meet the above requirements and confident to discharge the mentioned tasks and responsibilities are requested to apply with a one page statement in favour of his/her candidature as per core competences for the post and a detailed CV along with a recent passport size photograph to the **Secretary General, BILS, Labour Resource Support Center, SA Tower (3rd Floor) 269 Enayet Bazar More (Mohila College Road), Kotwali, Chittagong** or through e-mail to [bils@citech.net](mailto:bils@citech.net) or [bilsrsc@gmail.com](mailto:bilsrsc@gmail.com) with in **02 July, 2021**.

Short listed candidates will be called for the interview.

No TA/DA will be offered for this purpose.

Candidate irrespective of gender, religious and ethnic backgrounds are welcome.