



Babui International School

Job Title: Accountant Officer

Introduction: Babui International School is the only **International Baccalaureate (IB)** School in **Old Dhaka-Narayangonj-Demra (DND)**. We are committed to promoting sustainability and delivering high-quality education to Bangladesh's students. We prioritize creating a supportive learning environment and currently looking for enthusiastic individuals to join our team and help nurture students' educational growth.

Job Description: As an Accountant Officer at Babui International School, you will play a crucial role in managing the financial operations of our institution. You will be responsible for maintaining accurate financial records, preparing financial statements, overseeing budgeting, and ensuring compliance with financial regulations. This position offers an exciting opportunity for a detail-oriented individual to contribute to the success of our school.

Key Responsibilities:

- Maintain and update financial records, including accounts payable, accounts receivable, and general ledger entries.
- Prepare monthly, quarterly, and annual financial statements.
- Assist in budget preparation and monitor budget performance.
- Manage payroll processing and ensure timely disbursement of salaries.
- Reconcile bank statements and manage cash flow.
- Prepare and file tax returns and ensure compliance with tax regulations.
- Collaborate with auditors during annual financial audits.
- Identify areas for financial improvement and provide recommendations to management.
- Ensure financial transactions are accurately recorded and documented.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting and financial management, preferably in an educational institution.
- Strong knowledge of accounting principles, financial regulations, and tax laws.
- Proficiency in accounting software and Microsoft Office applications.
- Excellent analytical and problem-solving skills.
- Attention to detail and a high level of accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ethical and trustworthy conduct.

Compensation & Other Benefits:

- Performance bonus and Profit share as per the institute policy.
- Salary Review: Yearly
- Festival Bonus: 2
- Contributory Provident Fund.

How to Apply: Interested candidates should submit their resume and a cover letter detailing their relevant qualifications and experiences to hr@babuischool.org with the subject line " **Accountant Officer - [Your Name]**." The deadline for applications is **30th October 2023**.

Babui International School is an equal-opportunity employer and welcomes candidates from all backgrounds to apply.