



Job Circular

Position Title: Asst. Officer/ Officer/ Senior Officer - Finance & Accounts

Employment Type: Full-Time

Workplace: Head Office (with occasional field visits)

BURO Bangladesh, a leading microfinance institution in Bangladesh, invites applications from qualified, experienced, and competent professionals for the position of Asst. Officer/ Officer / Senior Officer - Finance & Accounts. The role facilitates the organization's financial management and reporting, accounting operations, regulatory and statutory compliance, audit coordination, internal controls, and the Finance & Accounts team.

Key Responsibilities

- Facilitate end-to-end Finance & Accounts functions including budgeting, accounting, reporting, controls, and compliance.
- Assist to prepare annual budget and rolling forecasts; ensure budgetary control and variance analysis.
- Assist and help to prepare and present monthly, quarterly, and annual financial statements and management reports.
- Assist with microfinance accounting, branch-level accounting, and organization-wide financial consolidation.
- Ensure organizational compliance with MRA, NBR, donor/partner reporting requirements, and all other applicable statutory and regulatory obligations, including Bangladesh Bank requirements, where applicable.
- Ensure timely submission/payment of VAT, Income Tax, Withholding Tax, and other statutory returns.
- Coordinate/Support internal and external audits; ensure timely closure of audit observations.
- Develop, implement, and update financial policies/SOPs and strengthen internal controls.
- Maintain books of accounts (general ledger, journals, vouchers)
- Prepare monthly, quarterly & annual financial statements
- Bank reconciliation statement preparation & cash flow monitoring
- Assist in budget preparation and variance analysis
- Ensure compliance with company policies and accounting standards
- Coordinate with management for financial reporting.
- Oversee ERP/accounting software operations and drive system/process improvements.
- Lead, mentor, and develop the Accounts & Finance team.
- Foster a culture of accuracy, accountability, confidentiality, and ethical conduct.

Reporting Line

- Reports to: Department Head of Finance & Accounts
- Works closely with: Board of Directors/Audit Committee (as required)

Educational Qualifications

- Graduation and post-graduation degree in Accounting/ Finance (minimum CGPA 3.00 out of 4)

Professional Qualifications

- Partly qualified CA/ CMA (minimum 1,200 marks completed) or partly qualified ACCA (minimum 900 marks)

Technical & Professional Skills

Strong knowledge of:

- Financial accounting principles (IFRS, IAS etc.)
- Bangladesh VAT & Income Tax

Proficiency in:

- Accounting software
- MS Excel (advanced formulas)

Ability to analyze financial data and prepare reports.

Experience and Skills

- Minimum 3 to 5 years' experience in Accounts/ Audit/ Financial Reporting preferably in microfinance/ MFI/NGO financial management.
- Experience managing branch accounting and consolidation in a multi-branch environment.
- Strong knowledge of taxation, audit, and regulatory/statutory compliance.
- Strong leadership, analytical, and decision-making skills.
- Proficiency in ERP/accounting systems and strong Excel skills.
- Excellent communication skills in English and Bangla.
- High integrity, professionalism, and ability to work under pressure.

Salary and Benefits

- Competitive salary (negotiable based on qualifications and experience).
- Three festival bonuses (2 Eid + Boishakh), contributory provident fund, and gratuity.
- Other benefits as per organizational policy.
- Professional development and career growth opportunities.

Application Procedures & Deadline

Interested candidates are requested to email a CV and cover letter to careers@burobd.org by **19th February 2026**. Please mention "Asst. Officer/ Officer/ Senior Officer-Finance & Accounts" in the email subject line.

BURO Bangladesh believes in equal opportunities in recruitment

BURO Bangladesh reserves the right to reject any application or make any decision regarding recruitment, including amending/adding any part of the recruitment conditions.