



Vacancy Announcement

American International University-Bangladesh (AIUB) requires **qualified** and **competent**:

Sr. Executive (Internal Audit) / No. of Vacancey: 1

Academic Qualification: Post Graduation in Accounting / Finance from any reputed University. No third division or classes are allowed.

Other Qualification: The candidate should be C.A inter Course qualified. Computer knowledge, excellent oral and written English knowledge and must have 5 years work experience as Internal Auditor.

Job Responsibility: Inspect Account Books and accounting system for efficiency and use of accepted accounting procedures. Preparation of monthly Financial Statements & Report to the Head of Finance. Preparation of Tax documents / Income Tax Return for the University and also personal Tax Return. Capable to Prepare Yearly or Semester basis Budget with required schedule. Preparation of periodical or Yearly Financial Statement (as per UGC's requirement) and check the financial statements are accurate and reliable.

Sr. Executive (Tax, VAT & Insurance) / No. of Vacancey: 1

Academic Qualification: Post Graduation in Accounting / Finance from any reputed University. No third division or classes are allowed.

Other Qualification: The candidate should be C.A Course Completed (CACC) from a Reputed Chartered Accountant Firm. Computer knowledge, excellent oral and written English knowledge and must have 3 years work experience in the same field.

Job Responsibility: Preparation of Accounts considering the Income Tax law. Ensure that all statutory requirements of the Organization are meet Income Tax, VAT and all national laws of the country which will be applicable. Develop and drive Tax strategy. Handling Corporate & Individual Tax file.

Executive (Inventory & Assets Management) / No. of Vacancey: 1

Academic Qualification: Post Graduation in Accounting / Finance from any reputed University. No third division or classes are allowed.

Other Qualification: The candidate should be C.A Course Completed (CACC) from a Reputed Chartered Accountant Firm. Computer knowledge, excellent oral and written English knowledge and must have 3 years work experience in the same field.

Job Responsibility: Ensure effective control of University's Inventories and Fixed Assets management. Cost center wise fixed assets and inventories recording, tagging, location identification and movement monitoring. Organize and maintain financial records. Computer knowledge, excellent oral and written English knowledge and must have 2 years work experience in the same field.

Applicants are requested to apply with full CV, a signed application letter, attested photocopies of all academic records and 2 (two) copies of recent passport sized photographs within **3rd March, 2019**; to **Vice President, Human Resources**. Please write the name of the position applied for on top of the envelope. Applicants residing abroad may send in their detailed CV and application to **hr@aiub.edu** and rest of their documents by post. Only Short listed applicants will be contacted for interview. Confidentiality of the applicants shall strictly be maintained.

AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB)

408/1, Kuratoli Road, Kuril, Khilkhet, Dhaka 1229, Bangladesh

Contact/Mailing Address: 83/B, Kemal Ataturk Avenue, Banani, Dhaka 1213

Phone: 9897387, 58815387; **E-mail:** hr@aiub.edu; **Web:** www.aiub.edu

