Village Education Resource Center invites application from committed, bright, energetic candidates for the following position:

Assistant Director (Accounts)

1. No. of Vacancies : 01

2. Job Description / Responsibility
   - Maintain Books of Accounts
   - Budgetary control
   - Fund management
   - Preparation financial report
   - Banking
   - Financial monitoring
   - Field visit as per management requirement

3. Educational Requirements
   Masters in Accounting/MBA in Accounting

4. Additional Job Requirements
   - More Preference will be given to applicants with experience of working in similar position in Microfinance organizations.
   - Positive Mental Attitude and Willingness to work anywhere in the Bangladesh
   - Age at most 35 years (In case of candidates with more experience; age would be relaxed)
   - Good verbal and written communication skills in English & Bengali.
   - Ability to foster a cooperative work environment.
   - Willing to work under pressure.
   - Excellent interpersonal skills.
   - Computer skills with good knowledge on MS office package.
   - Must have comprehensive knowledge of modern Financial Management.
   - Job Location: Head office, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340.

5. Salary Range : 30,000-35,000/-

6. Other Benefits: Festival allowance, Gratuity, Provident fund as per organizational policy.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievement, all academic certificates, 2 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center(VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 on or before 08 August 2019.