

## **Accounts Associate**

Contract Type: Individual Consultancy

Duration of Assignment: 05 (Five) years (60 mm)

Duty Station: Dhaka, Bangladesh

No of Post: 01 (One)

The implementing agency, Bangladesh Hi-Tech Park Authority intends to apply part of the proceeds to hire a qualified Individual Consultant to provide Consultancy Support as an Accounts Associates financing from the World Bank.

### **Key functions:**

1. Maintain register, books and other records in appropriate order to meet statutory and reporting requirements of World Bank and GOB and to facilitate classification and analysis of financial information including file maintenance in orderly and easily retrievable manners.
2. Timely and accurately record transactions in a computerized environment to fulfill accurate and efficient reporting requirement consistently.
3. Check and verify bills, for procurement of goods, works and services for the project as per applicable rules and forwarding to the PD for payment approval.
4. Write and verify cheques and present those to the signatories and arrange delivery of the signed cheques to the beneficiaries, ensure timely recording of all payments, timely prepare Bank Reconciliation Statement and initiates all correspondences in connection with CONTASA.
5. Prepare annual and quarterly disbursement forecast for all component of the project in line with the procurement and implementation plan.
6. Liaise with Accounts Section of BHTPA for the reporting as per the need of the Ministry.
7. Ensure deduction and payment of local Taxes (Income Tax & VAT) and CD VAT on invoices as per the Income Tax Ordinance and VAT Act.
8. Assist both external and internal auditors in carrying out audit by providing necessary financial information and respond to the audit queries.
9. Perform any other duty, as and when, delegated by the PD.

**Key qualifications:**

- Masters Degree in Commerce/MBA from any recognized university.
- At least 5 (Five) years of relevant experience in the field of accounting and financial management of which minimum 03 (Three) years experience in World Bank funded Govt. project.
- Experience in accounts and fund management of donor-assisted projects will be given preference.
- Exposure to computerized accounting system.
- Capacity to work in a multi- disciplinary team environment.
- Ability to work under pressure and time bound condition.
- Proficiency in report writing.
- Good command over oral and written English.