



Bangladesh Municipal Development Fund (BMDF)

A Company under the Ministry of Finance, Govt. of Bangladesh

Grameen Bank Bhaban, Level-13, Mirpur-2, Dhaka-1216

web : www.bmdf.gov.bd

Vacancy Announcement

Bangladesh Municipal Development Fund (BMDF) is a company under Financial Institutions Division of the Ministry of Finance. BMDF carries out infrastructural developments of the municipalities and city corporations of the country.

BMDF invites applications from Bangladeshi Nationals for the position of **Assistant Accounts Officer** for Municipal Governance and Services Project (MGSP)-BMDF part. It is completely a temporary and contractual post for the project period of MGSP.

Service contract will be renewed annually on the basis of yearly performance. The service of the incumbent is terminable at any time showing no reason by giving one month's notice or one month salary. The service contract will be terminated at the end of the contractual period automatically.

Qualification: Master degree in Accounting/Finance/Management from any reputed university. CMA(PL-II)/CA(AS)/ACCA (PE) will be preferred.

Experience: At least 7 years' job experience (minimum 5 years' experience in development project). Involvement in any project under the World Bank financing will be an added advantage.

Age: Minimum 32 years and maximum 45 years on November 14, 2019.

Job Responsibilities:

- Perform payment activities in time by verifying documents and requesting disbursement;
- Maintain project bank A/C and prepare monthly reconciliation statement;
- Timely record keeping of the transactions in the General Ledger and prepare annual accounts/financial reports under MGSP;
- Maintain and update Tally and other Accounts Management Software;
- Check bills submitted by the ULBs for payment;
- Generate monthly expenditure & other reports in time;
- Assist employees of Finance section of BMDF on various issues like audit, banking, budget, credit recovery, financial reports etc.;
- Receive and file letter by the competent authority with comments by the Credit Approval Authority, with instruction to transfer loan and accrued interest to non-performing account;
- Prepare periodical reports on total disbursements etc. and replenishment claim to the World Bank;
- Computer literacy on MS Office tools is a must. Communication and written skill both in Bangla and English are essential.
- Any other duties assigned by the authority.

Salary and Others:

- Consolidated Salary Tk. 70,360/-per month, Bangla Nobo Barsho allowance and two festival bonuses for each completed year will be given as per BMDF's Service Rule.

Application Procedures:

- Candidates fulfilling the above requirements are requested to apply with detailed CV, one copy of PP size color photograph, photocopies of all academic and work experiences certificates and national identity card within 1700 hours of November 14, 2019 to the Managing Director, Bangladesh Municipal Development Fund (BMDF), Grameen Bank Bhaban, Level-13, Mirpur-2, Dhaka-1216.
- Employees of GoB/autonomous bodies and other organizations may also apply through proper channel.
- A non-refundable Bank Draft/Pay Order of Tk. 300/- should be enclosed in favour of the Bangladesh Municipal Development Fund (BMDF) while submitting the application.
- Any attempt to influence the selection procedure in favour of any candidate will result in automatic disqualification of that candidate. Only short-listed candidates will be called for test/interview.

Managing Director
BMDF