



SAARC Agriculture Centre (SAC)
BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT

General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	Accounts Assistant
Number of Position	:	1 (One)
Age	:	Not more than 30 (Thirty) years
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	2nd February 2025
Date of Joining	:	Thirty (30) days from the date of issue of offer letter
Duration	:	Full time after one-year probationary period

Professional Competence and Brief Job Description

- Prepare monthly, quarterly and annual financial reports and others as required by SAARC secretariate.
- Checking and signing of all payment vouchers, cheques and receipts.
- Maintenance of the cashbook, writing the Cheques, maintenance of the bill and cheque register, preparation of the Bank reconciliation statement.
- Maintenance of the books of accounts, Employee's Contributory Provident Fund ledger and accounts.
- Put up the financial related matters in file. Keeping the ledgers, preparation of the pay and allowances bill of all SAC Professionals and General Services Staff including the Director.
- Maintenance of the advance registers, maintenance and posting of subsidiary accounting records.
- Custody of telephone bills, pending payment and recovery dues from officials concerned on account of private use of vehicles from officials concern.
- Assist the Senior Finance Officer for preparing the monthly and annual accounts. Preparation of all kinds of bill to the paid by SAC. Show the books of records to the SAARC audit, liaison with various Banks. Disbursement of salaries. Assist the Senior Finance Officer for preparing of annual budget.
- Familiar with TALLY software is given preference.
- Any other work assigned by the Director/Senior Finance Officer.

Qualification and Experience required

Graduate in accounting / Finance with good academic record in the above discipline with at least 5 years of experience. Persons having work experience in international/ regional agency would be an added advantage. High competency in computer and good command over spoken and written English and Bangla is required to perform the tasks.

Familiar with TALLY software is given preference.

Salary and other Allowances:

1.	Salary Scale	US \$ 161-5x5-186 (EB) 6x5-216 (EB) US \$ 238-7x5-273 (EB) 9x5-318 (EB) US \$ 350-11x5-405 (EB) 12x5-465
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 40.00 per month.
4.	Medical Allowance	US \$ 40.00 per month.
5.	Children Education Assistance	90% reimbursable of school Tuition Fees. US \$ 500.00 per year per child (Max. 2 child).
6.	Festival Allowance	Equivalent to one month's basic per annum.
7.	Other	As per SAARC Harmonized Rules.
<i>All financial benefits will pay equivalent to BDT.</i>		

General Information (s):

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates (educational, birth, NID, etc.) and other documents are submitted to Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215 within 2nd February 2025.

Selection will be made as per approved criteria by a SAARC level selection committee constituted by the SAARC Secretariat. Interview letters may not be issued to under qualified and inexperienced candidates. This circular only for Bangladeshi nations.

No T.A. and D.A will be paid for appearing in the test/interview.

Canvassing of any form will disqualify the candidature.

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