



BANGLADESH ARMY INTERNATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAIUST) - COMILLA CANTONMENT

বাংলাদেশ আর্মি ইন্টারন্যাশনাল ইউনিভার্সিটি অব সায়েন্স এন্ড টেকনোলজি - কুমিল্লা সেনানিবাস

Position Title: Treasurer

Position Location: BAIUST, Comilla Cantonment

Subject Areas: Finance & Accounts

Application Deadline: 27 January 2018

1. Position Description: BAIUST solicits applications for the post of **Treasurer** who will be responsible for the following tasks:

- a. To direct and oversees the financial management, i.e. overall supervision of the fund and maintains fiscal oversight of the University.
- b. To lead, monitor and oversee various university initiatives and projects as they relate to the Treasury functions.
- c. To oversee and prepare/present budgets, accounts and financial statements to the management committees.
- d. To ensure that appropriate financial systems, control, record and accounts are in place and meet the university need.
- e. To assure compliance with relevant legislations and ensure effective monitoring, auditing and reporting of finance & accounts.
- f. To maintain an efficient system of policies that adequately controls treasury activities.
- g. Any other tasks as assigned by the Authority.

2. Academic Qualification and Experiences.

- a. Minimum Master's Degree with at least 15 years of teaching, administration or financial management experiences.
- b. Retired officers of Bangladesh Army having minimum rank of Colonel with at least 15 years of first class service experiences.
- c. Higher academic qualifications in Financial and Accounting Management and experience in the University are desirable.



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3. Salary: An attractive package based on the qualifications and experience as per University Service Rules.

4. Application Deadline: 27 January 2018. Applications should include an update CV and two copies of recently taken photographs. All applications are to be sent through email at **hr@baiust.edu.bd** and also a hard copy addressed to Vice Chancellor, Bangladesh Army International University of Science and Technology, Comilla Cantonment.

5. ONLY SHORTLISTED CANDIDATES WILL BE CALLED FOR THE INTERVIEW.

E-mail: hr@baiust.edu.bd

Website: www.baiust.edu.bd