

Qualifications, Experience required, and other Information for Recruitment

Position: Executive, Accounts and Finance

The Executive, Accounts & Finance, will play a vital role in supporting the financial operations of Eastern University by ensuring efficient financial management, accurate accounting, regulatory compliance, and quality service to students and stakeholders. The incumbent will assist in maintaining financial records, processing transactions, tuition fee collections activities while maintaining the highest standards of integrity, accuracy, and confidentiality.

Education Qualification and Experience: Master's degree in Finance, Accounting, Accounting & Information Systems (AIS), or a related discipline from a recognized university. Candidates with professional qualifications such as CA (CC), CMA (Partly Qualified), ACCA (Partly Qualified), or equivalent will be given preference.

Experience: Minimum 03 (three) years of relevant experience in a reputed university, corporate organization, financial institution, or similar organization.

Key Responsibilities:

- Collect, verify, reconcile, and record tuition fees and other University receipts.
- Prepare payment vouchers, journal vouchers, bank reconciliation statements, and financial reports.
- Coordinate banking transactions, including cash deposits, fund transfers, and cheque processing.
- Ensure compliance with applicable Tax, VAT, and other financial regulations.
- Assist in internal and external audits by preparing schedules, documents, and supporting information.
- Perform any other duties assigned by the Director, Finance & Accounts, Treasurer, Registrar, or the University authority.

Read Before Apply

- Salary may be negotiable for highly deserving candidates
- Experience and requirements may be relaxed otherwise exceptionally qualified candidates
- Only shortlisted candidates will be called for the written test
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure

1. Please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and
2. Applicant must apply in the prescribed form
3. Attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.
4. send it to jobs@easternuni.edu.bd, email subject should be 'Position Name'
 - **For email the application Prepare single PDF file including:**
 - Completed Job Application Form (in Eastern University prescribed format)
 - Recent passport-size photograph (soft copy to be pasted in Job Application Form)
 - Copies of all educational certificates, transcripts/mark sheets, experience certificates, and publications
 - National ID card and any other supporting documents (if applicable)

or send the hard copy to: The Registrar, Eastern University, Ashulia Model Town, Ashulia, Savar, Dhaka. Mention the position on top of the envelope.