



Memo No.: PSTU/CSIT/EDGE/DSS/02/05

Date: 27/01/2024

Hiring for a Project of the Dept. of CSIT at PSTU

Position Name: Accountant – EDGE PSTU-CSIT Student Training Program

The Department of Computer Science and Information technology (CSIT) at Patuakhali Science and Technology University (PSTU) is seeking a creative, enthusiastic, and energetic individual to work as an Accountant support of the EDGE PSTU Student Training Program, which will commence operation on February 1, 2024.

Employment type: Full-time, Temporary, and Project-based

Duration: 18 Months / Project period

Location: Department of CSIT, PSTU, Dumki, Patuakhali – 8602, Bangladesh.

Job requirements:

Education

- Graduation in B. Com/B.B.S/B.B.A (Accounting background)
- Age 25 to 35 years

Experience

- Minimum 2 years

Additional Requirements

- Ensure that all financial records are maintained according to project requirements including bank receipts, disbursement, invoices, bank vouchers, bank statement, petty cash vouchers, and stock register.
- Responsible for budgetary control and cost management.
- Preparing daily accounts statement and weekly institutional statement.
- Prepare summary of all kind of bill & voucher of depot expenses.
- Maintain record of all fixed assets and stock of stationary expenses.
- Monitor credit position on regular basis.
- Perform Accounts Reconciliation Process.
- Assisting with administrative task assigned by the training Coordinator as required.

Compensation & Other Benefits

- Salary will be provided according to the Project policy.

Prospective candidates are invited to send their resumes to edge.csit@pstu.ac.bd or deliver hard copies to the CSIT department office in person. Make sure to mention the person (Accountant – EDGE PSTU-CSIT Student Training Program) in the subject line.

Application dateline: 30 January, 2024

Atiqur
27.01.2024

Training Coordinator
EDGE PSTU-CSIT Student Training Program

Professor Md. Atiqur Rahaman
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