



Job Circular

Position Title: Head Of Finance & Accounts

Employment Type: Full-time

Workplace: Head Office (with occasional field visits)

Position Summary

BURO Bangladesh, a leading microfinance institution in Bangladesh, invites applications from qualified, experienced, and competent professionals for the position of Head of Finance & Accounts. The role leads the organization's financial management and reporting, accounting operations, regulatory and statutory compliance, audit coordination, internal controls, and the Finance & Accounts team.

Key Responsibilities

1. Strategic Financial Leadership

- Develop and implement financial strategy aligned with organizational mission and growth plans.
- Assist Executive Director and Board on financial planning, sustainability, and risk mitigation.
- Lead long-term financial forecasting and scenario planning.
- Ensure optimal fund utilization and cost-efficiency across programs.

2. Financial Management & Reporting

- Ensure preparation of monthly, quarterly, and annual financial statements.
- Ensure timely consolidation of branch accounts.
- Present financial reports and analysis to management and Board.
- Maintain compliance with applicable accounting standards.
- Supervise budgeting, variance analysis, and financial performance tracking.
- Monitor restricted and unrestricted funds utilization.
- Coordinate financial audits for donor-funded projects.

3. Regulatory & Statutory Compliance

- Ensure compliance with MRA, NBR, NGO Affairs Bureau, Bangladesh Bank (if applicable), and other regulatory bodies.
- Oversee VAT, Tax, TDS, and statutory filings.
- Maintain strong internal financial controls and policy adherence.
- Liaise with external auditors, regulators, and financial institutions.

4. Budgeting & Financial Planning

- Lead annual organizational budgeting process.
- Monitor budget implementation and recommend corrective measures.

5. Internal Control & Risk Management

- Design and strengthen internal control systems.
- Ensure fraud prevention mechanisms and financial transparency.

- Ensure corrective action on Internal audit report.
- Develop financial risk assessment frameworks.

6. Team Leadership & Capacity Building

- Lead and mentor finance & accounts team.
- Update SOPs, financial policies, and accounting manuals.
- Strengthen and improve financial competency and awareness among branch level activities.
- Ensure performance management and succession planning within the finance department.

7. Systems & Process Improvement

- Oversee implementation and optimization of accounting software/ERP systems.
- Improve automation and financial reporting efficiency.
- Ensure proper documentation and digital archiving systems.

Reporting Line

- Reports to: Executive Director
- Works closely with: Board of Directors/Audit Committee (as required)

Educational Qualification

- Bachelor's and Master's degree in Accounting/Finance.
- Qualified member of ICAB/ ICMAB.

Experience and Skills

- Minimum 10 years of relevant finance leadership experience.
- Experience managing branch accounting and consolidation in a multi-branch environment.
- Strong knowledge of taxation, audit, and regulatory/statutory compliance.
- Strong leadership, analytical, and decision-making skills.
- Proficiency in ERP/accounting systems and strong Excel skills.
- Excellent communication skills in English and Bangla.
- High integrity, professionalism, and ability to work under pressure.

Salary & Benefits

- Competitive salary (negotiable based on qualifications and experience).
- Three festival bonuses, contributory provident fund and gratuity.
- Car facility and other benefits as per organizational policy.
- Professional development and career growth opportunities.

Application Procedures & Deadline

Interested candidates are requested to email a CV and cover letter to careers@burobd.org by 25th March 2026. Please mention "Head of Finance & Accounts" in the email subject line.

BURO Bangladesh believes in equal opportunities in recruitment

BURO Bangladesh reserves the right to reject any application or make any decision regarding recruitment, including amending/adding any part of the recruitment conditions.