

## VACANCY



# NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education



## TREASURER

North South University (NSU), the first private university in Bangladesh, invites applications for the position of Treasurer:

### Academic Qualifications:

- Minimum Master's Degree preferably in Accounting/Finance/Economics or MBA with Accounting/-Finance concentration;
- Minimum two first divisions/classes in board/university examinations of which at least one should be at the undergraduate/Master's level or minimum CGPA of 3.5 (out of 4.0) in above-mentioned examinations or equivalent;
- No third division/class in any examination;

### Experience:

- At least fifteen years of experience in university teaching, administration, or financial management in any reputable university or organization.

### Duties and Responsibilities:

#### General:

- Overall supervision of university funds, proper recording of revenue and expenditure accounts, annual budget preparation, financial management and discipline, and accounting.

#### Specific:

- Liaise with the Finance Committee and the Board of Trustees on all contractual relationships, financial aid or assistance, salaries, pension, tuition and other fees, provident fund, gratuity and other benefits or allowances, and prepare financial reports for external agencies;
- Prepare periodic financial forecasts to facilitate the long-term financial planning, report on the financial state of the university to the Vice-Chancellor and the Board of Trustees;
- Oversee and manage the investment of university funds, complying with university policies and procedures and government regulations.
- Provide strategic advice to the Vice-Chancellor and the Board of Trustees to promote fiscal transparency and financial sustainability;
- Plan and supervise workshops with university staff to ensure compliance with university policies and procedures and government regulations;
- Perform miscellaneous job-related duties as assigned by the Vice-Chancellor and the Board of Trustees.

**Age Limit:** Not exceeding 55 years; may be relaxed for exceptional candidates.

**Term:** Four years

**Salary and Benefits:** An attractive salary & benefits will be negotiated.

**Last date for application:** November 28, 2022

All hard copy of resume and relevant documents should be addressed to the Deputy Secretary, Board of Trustees, North South University, Bashundhara, Dhaka-1229 or via email to: [rinku.kamal@northsouth.edu](mailto:rinku.kamal@northsouth.edu)

*Only short-listed candidates will be called for an interview.*