

S.Officer (Internal Control and Compliance Division)- 01 post

A) Experience Required: Minimum 02 (two) years working experience in Bank/Financial institution as MTO/ officer in the relevant fields, especially in the areas of Internal Control & Compliance, Tax & VAT Management, Accounts & Financial Management.

B) Academic Profile: CA Intermediate /Application level qualified along with post graduate/ 4-year Honors degree in Banking/Finance/Accounting/ MBM/MBA/ BBA from any reputed public/ private universities with a minimum GPA 3.00 out of 4.0.

C) Responsibility:

- ❖ To conduct Internal Audit and report to the Audit Committee and the Board of Directors.
- ❖ To keep constant follow up on the resolution of Audit findings
- ❖ To provide comfort to the senior Management on compliance status of various regulations including internal polices and process through internal auditing
- ❖ Shall run the Division complying with guidelines of Core Risk Management as set by Bangladesh Bank.
- ❖ To have sound knowledge regarding different Circulars of Bangladesh Bank and other Regulatory bodies and compliance of the circulars/instructions accordingly.
- ❖ To coordinates work with Risk, Legal & Compliance and other control related activities within Internal Audit.
- ❖ To prepare timely audit reports for Executive Management, the Audit Committee and the Board of Directors.

D) Compensation: Tk.80,000 (Gross) per month plus other fringe benefits

E) Other Qualifications:

- i) Excellent ability in speaking and writing in English and Bengali.
- ii) Capable of multi-tasking with strong presentation skill.
- iii) Excellent proficiency in computer literacy and communication.

F) General Advice & Requirement for the applicant:

- Interested candidates who meet the above criteria are invited to send a full resume, a passport size photograph with a cover letter addressed to the Executive Director & CEO, BIFFL by 20 February 2016 through e-mail to jobs@biffl.org.bd by mentioning the name of the position in subject line, or by post to BIFFL, 4, Anjuman Mufidul Islam Road, Kakrail, Dhaka-1 000.
- Age Limit: 35 Years
- Selection will be based purely on merit.
- BIFFL is an equal opportunity employer and strictly maintains non-smoking environment.
- Any kind of persuasion will be automatically disqualify candidature.
- BIFFL reserves the right to accept or reject any application without assigning any reason and only shortlisted candidates will be invited for next selection process.



Bangladesh Infrastructure Finance Fund Limited (BIFFL)
(A Company under the Ministry of Finance)