

Accountant Bangladesh

About Pure Earth:

Pure Earth (www.pureearth.org) is a global leader in improving public health and development outcomes by reducing exposure to lead and other toxic pollutants. We work closely with governments to embed evidence-based, sustainable solutions into public systems at the national scale. By translating data into action and pairing technical expertise with local partnerships, Pure Earth designs and delivers practical interventions that reduce pollution and poisoning risks, strengthen public response systems, and support long-term health and economic progress.

Position Overview:

We are seeking an experienced, detail-oriented and hands-on Accountant to join our Finance team. This role is essential in ensuring accurate financial operations, managing day-to-day accounting functions, and supporting the organization's mission. The ideal candidate will bring strong nonprofit accounting experience, and a deep understanding of financial processes in compliance with Generally Accepted Accounting Principles (GAAP). The accountant will have experience with budgeting, projected spend, budget vs actual and general ledger (GL) entry as well as financial reporting, as well as managerial and nonprofit experience.

Work Location:

Office located in House: 3/3, Block E, Lalmatia, Dhaka, Bangladesh.

Employment Type:

Full-Time, Consultant

Scope of Work:

Key responsibilities include but not limited to:

- Support daily office operations, including accounts payable (AP), payroll processing, accounts receivable (AR), bank reconciliation, as well as finance operational tasks.
- Oversee and review monthly expense reports, including coding and allocation to proper departments, projects, grants, and funding sources.
- Oversee employee expense reports.
- Maintain and reconcile balance sheet accounts to ensure accuracy and integrity.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Support year-end closing processes and audit preparation.
- High level support to the Admin and Finance Officer in budget tracking, projected spend, grant reporting, and donor fund management.

- Ensure compliance with internal controls and accounting policies.
- Other tasks and projects as assigned by the supervisor.

AP / AR Support:

- Prepare and review journal entries and monthly general ledger account reconciliations.
- Review monthly bank reconciliations.

Required Qualifications and Experiences:

- Master's degree in Accounting, Finance, or related discipline required; CA (CC), CMA, or Certified Public Accountant (CPA) qualification preferred.
- Minimum of 5 years of progressive accounting and financial management experience.
- Prior experience in nonprofit/NGO accounting and donor-funded projects is strongly preferred.
- Sound knowledge of U.S. GAAP, fund accounting principles, and Bangladesh financial regulations, including VAT, Tax, and labor compliance requirements.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct, or Tally) and advanced Microsoft Excel skills.
- Experience with international offices, donor reporting, and multi-currency accounting is required.
- Familiarity with Bangladesh NGO Bureau, Foreign Donation Regulation requirements, and statutory reporting procedures will be an advantage.
- Strong analytical, attention to detail, organizational, and problem-solving skills.
- Excellent interpersonal and communication skills with the ability to coordinate effectively with diverse stakeholders.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Proficiency in written and spoken English and Bangla.

Work Supervision:

The Accountant will work under the supervision of Admin and Finance Manager.

Salary:

Monthly 70,000 BDT

Contract Duration:

12-months (One year) full-time consultant position, with the high possibility of annual renewal.

How to Apply:

Interested candidates are requested to submit the following two documents as a single PDF file to teambangladesh@pureearth.org, clearly mentioning the position title: Accountant in the subject line of the email:

1. A motivational letter (maximum 500 words) explaining how your qualifications and experience align with the requirements of the position and why you are interested in joining Pure Earth.
2. An up-to-date Resume with contact details.

Application Deadline:

5 June 2026.

We will be conducting a rolling screening process, so early applications are strongly encouraged.

Tentative Date of Joining:

The selected candidate should ideally be available to join by July 2026. Preference will be given to candidates who are ready for immediate joining.

Equal Employment Opportunity

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, disability, sexual orientation or any other protected status.

This job description may be revised and updated as required to meet organizational objectives.