

## **Internal Audit and Compliance Officer**

**Post:** Internal Audit and Compliance Officer

**Location:** BFF House, Motijheel, Dhaka

**Job Nature:** Full Time.

**Application Deadline:** 4<sup>th</sup> May 2025

**Number of Vacancy:** 1

### **Job Brief**

Bangladesh Football Federation (BFF) is the National Governing Body for football in Bangladesh. BFF is committed to transparency, accountability, and the promotion of ethical standards in the administration and development of football. We are seeking a diligent and detail-oriented Internal Audit and Compliance Officer to support financial integrity and regulatory adherence across all levels of the federation.

If you're passionate about the position and can think of ways to add creativity to your work, we'd like to meet you.

### **Key Responsibilities**

#### **Internal Audit**

- Conduct and support regular audits of financial transactions, operational processes and internal controls.
- Evaluate the effectiveness and efficiency of financial and administrative systems.
- Prepare detailed audit reports with findings, risks and recommendations for improvement.
- Follow up on the implementation of audit recommendations and corrective actions.

#### **Compliance**

- Ensure BFF complies with national laws, international regulations (FIFA/AFC) and donor/funding requirements.
- Monitor adherence to internal policies, procedures and codes of conduct.
- Assist in risk assessment and mitigation planning.
- Support the preparation of compliance reports and documentation for external bodies.

#### **Support & Advisory**

- Assist management and departments in understanding compliance obligations.
- Provide training on internal controls, financial discipline and ethical practices.
- Work with the Finance Department to improve processes and reduce risk of fraud or mismanagement.

## **Qualifications & Experience**

- Bachelor's or Master's degree in Accounting, Finance or Business Administration.
- Professional certification (part-qualified or full) such as CA (CC), CISA, ACCA, or CIA will be an advantage.
- Sound knowledge of accounting standards, audit principles and compliance regulations.
- Experience working with NGOs, development agencies or sports organizations preferred.
- Proficiency in MS Office and accounting/audit software.

## **Key Competencies**

- High ethical standards and strong attention to detail.
- Analytical thinking and problem-solving skills.
- Ability to work independently and under pressure.
- Strong communication and report writing skills in Bangla and English.

BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Human Resources Department, Bangladesh Football Federation, BFF House, 14/B Outer Circular Road, Motijheel C/A, Dhaka-1000 by post or email to [recruitment@bff.com.bd](mailto:recruitment@bff.com.bd) with the subject line: "Application for Internal Audit and Compliance Officer – BFF" by 4<sup>th</sup> May 2025.

Only the short-listed candidates will be called for Interview.