

Aga Khan Academy Dhaka



Job Title:	Store-In-Charge
Department:	Admin
Reporting Line:	Manager, Finance
Position Location:	Dhaka, Bangladesh
Status	Full-time
<u>Purpose:</u> Aga Khan Academy Dhaka is seeking a highly experienced Store and Asset In-Charge to ensure strong financial control, transparency, and accountability in the management of all institutional stores, inventories, and fixed assets of the Dhaka campus. The position plays a critical role in safeguarding Academy resources and will report directly to the Manager – Finance.	
<u>Context:</u> <p>The Aga Khan Academies are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies' foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the fourth Academy in Dhaka, Bangladesh.</p> <p>The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.</p>	
<u>Main responsibilities:</u>	
<ul style="list-style-type: none">• Manage and control all stores, inventories, and fixed assets of Aga Khan Academy Dhaka in accordance with AKESB and AKAD financial, procurement, and asset management policies.• Work closely with the Store Office and Store personnel to ensure accurate receipt, issuance, storage, and documentation of all materials and assets, while strengthening internal controls, ensuring proper segregation of duties, and maintaining transparency and accountability in store and asset management.• Maintain accurate and up-to-date stock registers, asset registers, and inventory records, both manual and system-based.• Ensure proper asset capitalization, tagging, depreciation tracking, transfers, and disposals in close coordination with the Finance Department.• Conduct regular and annual physical verification of stores and assets, reconcile with accounting records, and prepare variance and investigation reports.• Ensure safe storage, preservation, and efficient utilization of consumables, equipment, and capital assets across the campus.	

- Coordinate effectively with Finance, Procurement, Administration, Facilities, Academic departments, and the Store Office to support operational and academic needs.
- Support during the audit processes by providing accurate documentation, schedules, and explanations.
- Monitor asset movement, write-offs, and disposals with proper approvals and documentation.
- Ensure compliance with health, safety, security, and risk management standards in all stores.
- Supervise storekeepers or support staff, where applicable.

SPECIFICATIONS (Candidate profile):

Required Attributes:

- Strong understanding of accounting, finance, internal controls, and store & asset management systems.
- High level of integrity, accuracy, and attention to detail.
- Ability to work independently while maintaining close coordination with the Finance function.
- Excellent interpersonal and communication skills in a multicultural educational environment.
- Proactive, disciplined, and solution-oriented mind-set.
- Uphold professionalism, integrity, and the values of Aga Khan Academy Dhaka in all duties.

Education:

- Bachelor's degree in Accounting or Finance.
- Degree in Supply Chain Management, or a related field.

Valued additional assets:

- Experience in an international schools, educational institution, NGO, or development organization.
- Familiarity with ERP, inventory management systems, and accounting software

Skills:

Experience and Technical Skills

- More than 5 years of professional experience in store, inventory, and fixed asset management.
- Proven experience in maintaining strong stores management controls.
- Strong proficiency in MS Excel and accounting/inventory systems.

Other Skills and personal traits

- Excellent command of English; Bangla proficiency is essential.
- Sound understanding of Bangladesh's operational and regulatory context.

KEY RELATIONS:

Internal relations:

- Principal
- Head of Academy
- Faculty
- Administrative staff

External relations

- Parents
- Local Community
- The Academies Unit