



**Job Title: Manager, Finance & Accounts**

**Job Location: Head Office, Dhaka**

**Job Description:**

- Manage the cash flow of the company and coordinate with HOD concerning the internal control procedures, manage the burn rate and report to the Board;
- Responsible for financial management systems which includes budget preparation, forecasting, budget revisions, fund request and financial reporting per the requirements of shareholders;
- Participate in the organization decision making process;
- Validate projects proposals, projections and analyze scenarios and sensitivity in the micro level of effectiveness;
- Supported the Chief Executive Officer to develop and maintain fund raising and alternative investment strategies;
- Coordination with the finance and HR team to ensure the JITA fully complies with the administrative and financial rules and regulations;
- Also oversee all relevant tasks assigned for previous position;
- Ensure and validate budgets expenditure per the budget line items and prepare a high standard financial strategy, processes, procedures and tools;
- Liaison with external audit firm, review audit and ensure appropriate support & cooperation to auditor;
- Manage organization's corporate affairs issues, include approval, renewals, permissions of different legal interventions from governing body of Bangladesh;
- Staff and Organization taxes;
- Actively involved in organizational risk management and report risk issues to the CEO and the Board of Directors and address any conflict situation in the finance section and assist to resolve it;
- Perform any other duties in line with own skills and as required by JITA.

**Educational Requirements:** Minimum graduation in Finance/Accounts from any reputed national or international universities.

**Experience Requirements:** Minimum 6 years' experience in managing finance and accounts, 3 years in managerial position. CA certified will get preference.

**Additional Job Requirements:**

- Strong analytical ability
- Self-motivated and punctual
- Strong oral and written communication skill in English and Bangla
- Solution driven and detail oriented
- Can do attitude, ability to work under pressure

**Salary:** Negotiable

**Others Benefits:**

- Festival Bonus
- Yearly Performance Bonus
- Contributory Provident Fund
- Insurance: Life, Hospital and out patient

Those who fulfill the above requirements and qualifications are ONLY encouraged to apply.

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