



Wake your dreams

Accfintax is an independent professional services provider with distinctive local strength and understanding in Accounting, Finance, Tax, VAT, and Business Process Outsourcing (BPO). Our core team members have sound knowledge and experience in diversified sectors which enable them to suggest practical and efficient solutions that add value to existing practice of any organization.

Assistant Manager

Job Description/Responsibility: Specialization in Income Tax and Registrar of Joint Stock Companies and Firms (RJSC)

Job Responsibilities

Computation of Income Tax liability and submission of Income Tax returns for both corporate and individuals.

Computation/Submission of Withholding Tax return as per law.

Preparation of documents regarding submitted Income Tax returns and assessment of the same.

To ensure accuracy and correct Income Tax calculation.

Coordination and liaison with Income Tax authorities and Registrar of Joint Stock Companies and Firms (RJSC) authorities.

Strong command of related Income Tax laws.

Other related responsibilities related to Income Tax return preparation.

To assist clients in company registration, preparation of necessary documents for AGM, EGM, share transfer, share allotment, and ensuring compliance with Registrar of Joint Stock Companies and Firms (RJSC) regulations.

To maintain accurate records of client engagements, documents, and correspondence.

To stay updated on changes in Income Tax laws, regulations, and Registrar of Joint Stock Companies and Firms (RJSC) requirements and communicate relevant updates to clients and team members.

Education and Experience Requirements

Graduation/Post-graduation from any reputed university in Finance / Accounting.

Minimum 2 to 3 years' experience in Accounting and Income Tax issues of the company.

Benefits

Competitive salary commensurate with experience and qualifications.

Health insurance coverage.

Professional development opportunities

Friendly and collaborative work environment.

Provident Fund.

Mobile allowance and conveyance.

Salary & Other Benefits: 40,000 (Negotiable).

Interested candidates are requested to send their updated resume to email: info@accfintax-bd.com on or before 17th August 2023

Please mention the job title "**Applying for Assistant Manager**" on the subject line of the email. Application without a job titles will not be accepted. A hard copy submission of the application will be accepted. Females are equally encouraged to apply.