

Assistant Manager (Accounting and Finance)

Job Type: Full-time

Vacancy: 01

Job Responsibilities:

- Manage the preparation of financial statements, reports, and other accounting related documents
- Manage accounts receivable and accounts payable, ensuring timely processing and accurate records
- Collaborate with other departments to ensure proper financial management and reporting
- Oversee the preparation of financial forecasts and budgets
- Analyze financial data and prepare reports on financial performance
- Assist with tax return preparation and filing
- Ensure compliance with internal controls and procedures
- Develop and maintain strong relationships with clients
- Assist with special projects and other accounting and finance related duties as assigned
- Supervise and review the work of accounting staff, ensuring accuracy and compliance with accounting principles, standards, and regulations

Educational Requirements:

- Masters in Accounting/Finance or BBA/MBA with a minimum CGPA of 3.0 (Out of 4.0)
- CA/ACCA/CMA finalists preferred.

Experience Requirements: Minimum 2 (two) years

Additional Requirements (Candidates will get preference with the following):

- Age 22 to 35 years

Job Location: Banani, Dhaka

Compensation and Other Benefits: 30,000/- to 35,000/- and other benefits

- Competitive salary commensurate with experience and qualifications.
- Health insurance coverage.
- Professional development opportunities.
- Friendly and collaborative work environment.
- Provident Fund
- Annual foreign trip
- Mobile allowance and conveyance

How to Apply: Interested candidates are requested to mail their updated resume to info@accfintax-bd.com by **31 July 2026** please mention “**Applying for Assistant Manager: Accounting and Finance**” in the subject line.