

Management Trainee Officer – Accounting & Finance

Job Type: Full-time | **Vacancy:** 01

Job Responsibilities

- Assist in preparing financial statements, reports, budgets, and forecasts.
- Support accounts receivable/payable, cash flow monitoring, and daily financial operations.
- Analyze financial data and prepare management reports.
- Assist with Tax, VAT, and other statutory compliance.
- Ensure compliance with accounting principles, company policies, IAS, and IFRS.
- Coordinate with different departments for financial reporting.
- Perform other accounting and finance-related duties assigned by the management.

Educational Requirements

- Master's in Accounting/Finance or BBA/MBA with a minimum CGPA of **3.00** (out of 4.00).
- **CA/ACCA/CMA** students or finalists will receive preference.

Experience Requirements

- **Minimum 1 year** of relevant experience.

Additional Requirements

- Age between **25 and 30 years**.
- Basic knowledge of Accounting, Income Tax, VAT, IAS, and IFRS.
- Proficiency in **Microsoft Excel, MS Office, AI tools, and accounting software**.
- Strong analytical, communication, and problem-solving skills.
- Self-motivated, responsible, and able to work under pressure.

Job Location

Banani, Dhaka

Compensation & Benefits: 25,000/- to 30,000/- and other benefits

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

How to Apply

Interested candidates are requested to send their updated resume to info@accfintax-bd.com by **31 July 2026**.

Please mention "**Applying for Management Trainee Officer – Accounting & Finance**" in the subject line of your email.