

Job Description/ Responsibility: Preparation of financial statements, and internal audit.

Vacancy: 02

Position: **Assistant Manager: Accounting and Taxation**

Employment Type: Full-time

Key Responsibilities:

- Preparation of financial statements and internal audit report preparation.
- Preparation of cashbook, bankbook, bank reconciliation, receivable, and payable reconciliation.
- Evaluation of the internal control systems and report generation.
- Computation and submission of TDS and VDS and filing of returns.
- Computation of income tax liability and submission of income tax returns for both corporate and individuals.
- Documentation regarding submitted income tax returns and assessment of the same.
- Monthly VAT return preparation & submission.
- Any other responsibility assigned by the management.

Qualifications and Requirements:

- Hons or BBA in Accounting or Finance (Masters or MBA preferred) with a CGPA of 3.50 (out of 4.0)
- Preferred professional certification: Chartered Accountant (Knowledge/Certificate Level completed) / ACCA (F1-F7 completed)
- In depth knowledge of accounting principles, practices, and regulations.
- Strong command of related TAX and VAT laws.
- Proficient in using accounting software and advanced MS Excel skills
- Ability to work under pressure, meet deadlines, and adapt to changing priorities.

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 & Conveyance

Salary and other benefits: 30,000 (Negotiable).

How to Apply: Interested candidates are requested to mail their updated resume to info@accfintax-bd.com by **June 10th 2024** please mention “**Applying for Assistant Manager: Accounting and Taxation**” in the subject line.