



Deputy Manager/ Manager, Accounts

UNIQUE EASTERN

Job Category: Accounts/Finance/Auditing

Job Source: ০০০০০০ ০০০

Job Summary

Posted On: 26 Jan 2025

Application Deadline: 15 Feb 2025



**WE ARE
LOOKING FOR**

Deputy Manager / Manager – Accounts

No. of Vacancy: 02

Job Responsibilities:

- Prepare monthly, quarterly, and annual financial statements.
- Perform regular reconciliations across departments, including reconciliation of passports with BMET and the passport section of the company.
- Flight details and ledger reconciliation.
- Manage bank reconciliation, reconcile inter-company transactions and oversee petty cash transactions.
- Oversee daily financial transactions, including bills and vouchers, ensuring accurate and timely recording of all financial activities in compliance with local tax and VAT laws.
- Collaborate with external and internal auditors to ensure timely completion of statutory audits.
- Monitor and record AP/AR activities, maintaining schedules for advance payments.
- Assist in the preparation of operational budgets.
- Execute any tasks or projects assigned by management in line with departmental and organizational objectives.

Education: Bachelor of Business Administration (BBA) or Master of Business Administration (MBA) in accounting.

Professional Degree: CA CC (Certificate Level)

Experience: Minimum 4–8 years of progressive experience in the Accounts department.

Skill & Knowledge: Proficiency in accounting software and ERP systems.

Job Location: Dhaka (Shajadpur)

Salary: Negotiable

Application Process:
if you are ready to advance your career with Unique Eastern (Pvt.) Ltd.
Please submit your CV to career@uniquegroupbd.com by February 15, 2025.



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