

## Accountant



iDEA Foundation

## Vacancy

1

### Job Responsibilities

- Financial planning and budget preparation, fund management of a non-profit organization.
- Proper accounting in line with provisions of VAT, IT and other applicable Taxes, charges etc.
- Maintaining of different Registers relating to Accounting and Taxes.
- Capable to liaison with the VAT, Tax and authorities.
- Should have knowledge and experience of dealing with NGO Affairs Bureau, RJSC and other Government and Non-Government Offices.
- Preparation of reports showing income, expenditure, balance etc. of the organization.
- Preparing Audit Report.

Full-time

### Workplace

- Dhaka

### Educational Requirements

- Graduate from any reputed university.
- Professional qualification such as CA / ACCA / CFA.

### Experience Requirements

- 4 to 5 year(s) in the relevant fields as mention in the job description.
- The applicants should have experience in the following area(s):  
Accounting and Finance, Budget Management, Cost & Management Accounting, Cost Management, Key Account Management
- Establish communication goal.

## Job Summary

**Published on:** 5 January 2023

**Vacancy:** 1

**Experience:** 4 to 5 year(s)

**Age:** Age 30 to 40 years

**Job Location:** Dhaka

**Salary:** Candidate having better qualification may expect higher remuneration.

**Application Deadline:** 20 January 2023

## **Additional Requirements**

- Age 30 to 40 years
- The applicants should have experience in the following areas:
- Cost & Management Accounting, Budgetary Control, Finance/ Accounts, Planning and budget
- Strong analytical and financial skills, practical knowledge of government rules related to Taxation, VAT and Banking.
- Must be proactive and have the ability to build team and work comfortably in a demanding situation.
- Must have proper knowledge in accounting software "Tally ERP 9".
- Must be computer literate, including Microsoft Word, Excel, and Power Point.
- Very good language skill in English and Bangla.

## **Job Location**

Dhaka

## **Salary**

Candidate having better qualification may expect higher remuneration.

## **Compensation & Other Benefits**

- Weekly 1 holiday
- Festival Bonus: 2

## **Apply Procedure**

- Send your CV to [waliullah@idea-bd.org](mailto:waliullah@idea-bd.org)