

Job title: Senior Manager / Manager, Finance & Administration

Job purpose: Ensure solid financial planning and execution, including budgeting and forecasting, reporting, compliance and ensuring value creation for shareholders.

Key responsibilities and duties:

Managing Bikroy.com's finances and administration

- Managing Bikroy.com's financial accounting, monitoring and reporting systems;
- Producing accurate financial reports to specific deadlines;
- Processing payments and invoices on time;
- Ensure that all relevant VAT & Taxes are paid at an optimum, on time;
- Monitoring and interpreting cash flows and predicting future trends;
- Developing financial management mechanisms that minimize financial risk;
- Conducting reviews and evaluations for cost-reduction opportunities;
- Work together with auditors to ensure annual monitoring is carried out;
- Developing and maintain external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations;
- Keeping abreast of changes in financial regulations and legislation;
- Managing the company's budget;
- Responsible for maintaining records for office & finance expenditure;
- Set strategy, plan and execute the plan for managing Finance & Admin department;

Administrative responsible for Bikroy.com

- Reviewing and store contracts & agreements files and using them as reference for the future;
- Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided;
- Responsible for office contract;

Required experiences/skills

- **For Manager:** 5 to 6 years of experience in Finance/Accounting
For Senior Manager: 8 to 10 years of experience in Finance/Accounting
- Extensive experience in:
 - VAT & Tax regulations
 - Budgeting & Forecasting
 - Account Management
 - Cash Management
 - External & Internal audit
- Education: Graduate/BBA/MBA on accounting. ACCA/ICMA qualified candidate will get preference
- International experience (education or professional) preferred
- Fully proficient in English and Bangla
- Max 35 years old
- Female applicants are encourage to apply

Salary: Negotiable

Other Benefits: As per company policy

Last date of submission CVs: May 12, 2016

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