

Finance and Accounts Executive

Enter the world of AI and its transnational finance flows by working with global frontier tech disruptors.

We're looking for a proactive, detail-oriented, and ethical individual to join our team as a Finance and Accounts Executive. This is a full-spectrum role for someone ready to take ownership of all finance and accounting functions in a fast-paced, cross-functional startup environment. You'll work closely with internal teams and external partners, mostly cross-border, to ensure financial integrity, compliance, and operational efficiency across Acme AI and its affiliated entities.

KEY RESPONSIBILITIES

General responsibilities include:

- Manage end-to-end finance and accounting operations for Acme AI and its resourcing partners
- Process invoices, payments, reimbursements, and monitor accounts receivable/payable
- Track fund inflows, handle foreign remittance documentation, and ensure compliance
- Prepare and file tax returns (VAT, income tax) and liaise with auditors and regulators
- Maintain organized financial records, contracts, and audit documentation
- Coordinate with internal teams (tech, operations, legal) and external stakeholders (auditors, banks, regulators)
- Prepare financial reports, summaries, and documentation for internal and external use
- Support budgeting, forecasting, and strategic financial planning
- Recommend improvements to financial systems, documentation, policy updates and workflows
- Collaborate across cross-functional teams to align financial processes with broader organizational goals

EXPERIENCE + QUALIFICATION

- Degree in accounting, finance, or related field from a reputed university
- 1+ years of experience in finance/accounting roles - preferably in organizations serving international clients; freshers are encouraged to apply as well
- Familiarity of Bangladeshi taxation, compliance, and financial reporting standards
- Familiarity with international transactions, donor reporting, and remittance protocols
- Adept in accounting software and productivity tools (Tally 9 or equivalent), project management or ERP tooling, and general office suites such as MS Word, PowerPoint, and Excel
- Excellent documentation, communication, and problem-solving skills
- Ability to work independently and collaboratively in cross-functional teams and manage multiple priorities in a fast-paced environment

- High attention to detail, integrity, and ownership mindset

WORK DETAILS

This is a full-time position, where you'll be working in a supportive, fast-paced environment with access to learning and development opportunities.

- Type: Full-time, onsite
- Schedule: Standard 8 hours, six-days engagement under contract
- Location: Acme AI Ltd, Level 5, House 385, Road 6, Mirpur DOHS, Dhaka 1216
- Salary: BDT 18,000 - 25,000 (offered based on experience and employment test results)

BENEFITS

- Competitive salary based on experience
- Festival bonuses
- Access to company health fund (upon eligibility; since health and hospitalisation insurance sucks!)
- Quarterly profit-sharing (upon eligibility)

How to apply?

Please lodge your applications by filling out-

https://docs.google.com/forms/d/e/1FAIpQLSdG-aH2lpakifR_1PXttNTe15vMyhypEcVTnQjGs3ukLztK0A/viewform

Application Deadline: Considered on a rolling basis until 20 November 2025 at 11.59 PM