

## **#WE ARE HIRING: Officer – Finance & Accounts**

The Officer – Finance & Accounts will support the Finance team in preparing accurate and timely management accounts, maintaining proper financial records, and assisting in the preparation of consolidated financial reports. The role will also contribute to high-quality reporting, including budgets, analysis, and other ad hoc financial information required by senior management within strict monthly deadlines.


 **Reporting To:** Assistant Manager, Finance & Accounts

### **Key Responsibilities:**

- Prepare and maintain accurate financial records and ledgers
- Handle accounts payable and accounts receivable functions
- Perform bank reconciliations and monthly closing activities
- Process invoices, payments, and receipts in accordance with company policies
- Support management with financial analysis and reporting
- Manage petty cash and cash disbursement processes
- Assist in preparation of accurate and timely reports
- Analysis and Reporting on Transactional data from ERP

### **Requirements:**

- Minimum one (1) year of accounting or finance experience
- Bachelor's degree in Accounts/Finance
- ACCA or ICAB (CA) part qualified will be given preference
- Strong MS Excel proficiency is mandatory
- Accuracy, with strong attention to detail
- Reliable time management skills
- Proactive approach
- Ability to work under pressure in a small team

 **How to Apply:** Send your updated resume with a proper subject line to: [hr@bracsaajan.com](mailto:hr@bracsaajan.com)

 **Application Deadline:** 26 January 2026

Join us and take the next step in your professional journey!

# WE ARE HIRING!

## Officer, Finance & Accounts

### Benefits

- Salary: 25,000-28,000 BDT (based on experience)
- Generous leave entitlement
- Festival bonus (after 6 months)

### Location

Badda Link Road, Dhaka, Bangladesh

### Working Hours

5 days a week, from Monday to Friday  
2PM to 11PM

Email your updated resume with a proper subject line by  
27 January 2026 to

[hr@bracsaajan.com](mailto:hr@bracsaajan.com)