

Assistant Manager/ Deputy Manager, Financial Reporting

ROLE:

Rank: Assistant Manager to Deputy Manager

Job Location: Dhaka

Reports to: Unit Head of Financial Reporting

Department: Financial Administration

CORE RESPONSIBILITIES:

- Develop account reconciliations, journal entries, data compilation and analyses ensuring accuracy and timely delivery.
- Develop regular financial statements, prepare special projects and perform analysis for senior management.
- Design periodical, weekly, and quarterly sales reports and administer general ledger reconciliations.
- Analyze various operating outputs, manage project status schedules and evaluate it regularly.
- Maintain accuracy in all asset files, balance sheets and provide support to all work papers and bank account.
- Coordinate with various departments and perform variation analyses for all technical accounting problems to frame accounting policies, and develop annual capital expenditure budget.
- Manage schedule for all filing deadlines and assist to close all procedures and ensure compliance to procedural and reporting standards.
- Provide assistance to manage all ad hoc projects and assist management on all accounting activities.
- Develop and manage action plans and implement all quality, production standards.
- Perform troubleshoot on all financial reports, complete audits, identify trends to determine improvement plans.
- Administer and ensure achievement of all accounting financial and operational targets, and achieve organization and accounting objectives.
- Monitor all HR objectives on accounting, and evaluate job contributors and execute procedures and policies.
- Coordinate with departments and compile and review all financial information and prepare special reports and perform appropriate research.
- Perform accounting controls by executing policies and manage assigned balance sheet, perform account reconciliations and make necessary corrections.
- Analyze all proposed and existing legislation to avoid legal challenges in all financial reports.
- Participate in various educational opportunities and attend various conferences and update knowledge efficiently.

EXPERIENCE REQUIREMENTS

- Minimum 4-6 years of working experience in supervisory role in Financial Reporting, preferably in Banks /NBFIs
- At least a total of 5-6 years of working experience in Finance

EDUCATIONAL REQUIREMENTS

- Graduation & Post Graduation in Cost Accounting
- ACA certification completed

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to share their updated resume at "HR@ulc.com.bd", mentioning NID number and attaching recent photograph, mentioning the position name in the subject line of the mail.

Application Deadline: May 11, 2021