

WE ARE LOOKING FOR Professionals



Community Bank Bangladesh Limited, a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor-made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to communities across geographies. State-of-the-art Core Banking System is an enabler to operate centrally in optimum magnitude. Community Bank runs on its three core building blocks, i.e. Trust, Security and Progress.

Position: Associate Officer to Principal Officer- GL Control and Maintenance

Key Job Responsibilities:

- Maintain the overall sanity of the chart of accounts and general ledger (GL)
- Support and follow-up with the relevant functions on the periodic GL reconciliations and balance proof exercise
- Provide routine and exception GL related reports to the various stakeholders
- Team up with the technology and other departments on all GL matters
- Embed right control features in GL structure, while ensuring the fluidity of operation
- Conduct periodic balance confirmation exercise of various related parties
- Flag-up or escalate any unusual or suspicious movements or transactions in GL
- Ensure that GL naming, sequencing, clustering and other parameters are consistent with the relevant reporting standards

Experience Requirements:

Minimum 2-4 years' relevant working experience in Banks or leading NBFIs.

Job Grade:

Associate Officer to Principal Officer

Knowledge, Competencies and Skills:

- Advanced knowledge in excel
- Relevant knowledge of accounting standard, tax and banking Laws
- Sound knowledge in core banking system (experience in Finacle, Core Banking System, will be a plus)

Educational Requirements:

- Masters or MBA in Accounting or Finance
- Part qualification in professional accounting degree will be an added advantage

Job Location: Dhaka

Remuneration: Negotiable

Position: Associate Officer to Senior Officer-Taxation

Key Job Responsibilities:

- Make sure that the bank remains fully compliant in all aspects of Tax Laws and NBR (National Board of Revenue) regulations
- Liaise and advise different departments and branches on Tax and VAT matters
- Deposit money to the Government Exchequer in timely manner
- Ensure proper filing and preservation of documents
- Submit periodic returns to relevant wings of NBR
- Perform arithmetic and periodic reconciliations of all VAT and Tax related matters
- Issue withholding tax and VAT certificates to various parties
- Maintain party-wise necessary data base for any future references
- Interface and support Internal and External Audit team on Tax and VAT related issues
- Support CFO with the document and explanation during NBR led Audits or hearing process
- Do necessary correspondences with the related officials of NBR
- Ensure accuracy of VAT and Tax calculation and make sure that figures tie with GL balances

Experience Requirements:

Minimum 1-2 years' relevant working experience in Bank/Leading NBF/ FMCG/Leading Conglomerates

Job Grade:

Associate Officer to Senior Officer

Knowledge, Competencies and Skills:

- Sound knowledge in excel
- Relevant knowledge of Tax Laws and Regulations

Educational Requirements:

- Masters or MBA in Accounting or Finance
- ITP or Part qualification in professional degree will be an added advantage

Job Location: Dhaka

Remuneration: Negotiable

Application Procedure: Interested candidates are requested to visit bdjobs.com for detail information and submission of application within **May 7, 2022**. No hardcopy of application will be accepted. We are an equal opportunity employer.

