

# Techno Plast Consultancy

Habib Center (5th Floor) 128, New Eskaton Road, Dhaka, Bangladesh

## Advertisement

### Officer - Finance & Accounts (Factory)

#### Job Responsibilities

- Particulars bill posting in Tally software
- Bank reconciliation & customer balance confirmation etc.
- Manage Key sales accounts
- Prepare daily, weekly, monthly, half-yearly & yearly report for reporting authority
- Daily requisition checking & disbursement process
- Daily cashbook preparation & submission process
- Check supporting papers/documents of day-to-day expenditures
- To assist all banking related works
- Coordinate related work with head office
- Any other task assign by Management

#### Educational Requirements

- Bachelor of Business Administration (BBA) in Finance & Banking, Master of Business Administration (MBA) in Accounting
- Graduate/Post graduate from related subject from any reputed University
- CA CC / ICMA partly qualified will get preferences
- Skills Required: Advance Excel, must have to strong communication skill, Negotiation Skills

#### Experience Requirements

- At least 2 year(s)
- The applicants should have experience in the following area(s):  
Accounting and Finance, Manufacturing Industry, Tally

#### Additional Requirements

- Age at most 35 years

- Only males are allowed to apply

### **Compensation & Other Benefits**

- Salary Review: Yearly
- Festival Bonus: 2
- As per company policy

If you are interested to apply this position please send your CV to [hr2.tpc@gmail.com](mailto:hr2.tpc@gmail.com) and [tpcseniorhr@gmail.com](mailto:tpcseniorhr@gmail.com) before April 17, 2021.