

## Startup Bangladesh Limited

Information and Communication Technology Division  
ICT Tower (Level -11), Plot: E-14/X Agargaon, Dhaka

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### JOB OPPORTUNITY

**Startup Bangladesh Limited** is a venture capital company wholly owned by the ICT Division of the Government of Bangladesh.

**Position:** Specialist – Accounts & Audit (Contractual)

**Job Description:** We are looking for an Accounts and Audit Specialist who will be tasked with overseeing day-to-day accounting functions, integrating finance operations, forecasting and budgeting, handling tax-vat matters, preparing financial reports, managing audits, and ensuring organizational financial stability. The position is structured as a contractual engagement for a duration of two years, with the possibility of renewal contingent upon the receipt of a satisfactory performance evaluation.

#### Principal Job Role/Accountabilities

- Provide financial insights and analysis on the financial performance of the company, as well as, of the portfolio companies and other assets under management.
- Coordinate audit and manage issue resolution resulting from audit findings.
- Oversee the finance operations by ensuring GL management, disbursement, reconciliation, cash management, and projections.
- Efficient corporate tax planning and management
- Oversee accounting, financial reporting, equity management, and regulatory operations and maintain flawless documentation.
- Ensure completion and publication of annual report complying with the regulatory timeline.
- Coordinate and direct the preparation of the budget and financial forecasts and report variances.
- Prepare and publish timely monthly financial statements.
- Coordinate the preparation of regulatory reporting specially audit report and government led annual report.
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting.
- Manage and comply with government reporting requirements and TAX-VAT filings.

#### Job Requirements:

- Bachelor's degree in Accounting, Finance, or a related field. CA/CMA/ACCA or relevant qualification is a plus.
- 5+ years of overall combined accounting, finance, and auditing experience
- Experience with creating financial statements
- Excellent accounting software user and tech-savvy

**Compensation:** Commensurate with experience

**Age Limit:** 38 years

#### Application Procedure:

(1) Interested candidates are invited to submit their resume and a cover letter explaining their qualifications and interest in the position to: [career@startupbangladesh.gov.bd](mailto:career@startupbangladesh.gov.bd). Please include "Application for the Position of Specialist – Accounts & Audit" in the subject line of your email. The application deadline is January 18, 2024.

(2) Only shortlisted candidates will be called for interview.

Date: Jan. 04, 2024

Memo: 56.07.0000.002.11.010.23-871

Nazmul Huda  
Human Resource Associate