



Greengroup, a thirty-year old group of companies, comprises of five leading companies headquartered in Dhaka, Bangladesh and offices in Chittagong, Uzbekistan, Dubai, India and New York, invites applications from suitable and confident candidates who are ready for a challenging and performance based work environment for the position of “**Senior Manager/ Manager (Finance and Accounts)**” for our Head Office, Dhaka.

No. of Vacancies: 02

Job Responsibility

- Prepare guideline in consultation with Senior Management to better manage and maintain Accounting System for the Group.
- Execute and finalize budget and budgetary control.
- Prepare of business plans (including strategic plan).
- Management Assets for the group.
- Coordinate with VAT/ Income Tax related matters with NBR.
- Check all Expenditures, Vouchers, Requisitions or Finance Related documents.
- Lead and manage the Accounts and Finance team to ensure smooth accounting operations.
- Analyze the important Financial and Accounting issues periodically and advise the top management.
- Seek new ways to improve the efficiency and the effectiveness of the Organization.
- Perform any other relevant works assigned by the management.

Educational Requirements

Master in Finance/Accounting from recognized university. Certified Professional from ICAB/ ICMAB/ ACCA will be considered as an extra advantage.

Additional Job Requirements

- Excellent Computer skill is a must.
- Pro-active to resolve issues on a timely manner.
- The applicants should have experience in the following area(s): Accounts, Finance, Tax (VAT/ Customs Duty/ Income Tax)
- Must have sound banking knowledge.
- Pro-active and self-driven with awareness, self motivation, initiative and leadership quality.
- Familiarity in International Business and Industrial Production facility is a plus.
- Proven experience in multi-tiered application development.
- Team oriented attitude with strong communication skills.
- Innovative, open minded and ready to put necessary effort to reach the goals and deadlines.
- Proficiency in foreign language especially in Russian and Hindi is a plus.

Salary: Negotiable

Other Benefits: As per policy of the company.

Apply Instruction

Interested person are requested to apply with a complete resume and contact mobile/telephone number (mentioning expected salary) to **career@greengroup-ltd.com** (in a single file of MS-Word or pdf format).

Or,

You can send your application to: Human Resources Department, Greengroup, 416 Road No. 30, New DOHS Mohakhali, Dhaka-1206. Please mention the name of the post applied for on top of the envelope.

Qualified female candidates are encouraged to apply.

Application Deadline: June 30, 2011

Website: www.greengroup-ltd.com