



Max Social Enterprise is a Netherland based Multinational organization works to give access to of safe water to the people of Bangladesh. This innovative model of solving the problem of water supply is crucial for the society at large. We see a future Bangladesh where every person has safe, sufficient and affordable water delivered straight to their home.

Max Social Enterprise is looking for a hard-working, dynamic and passionate candidate for below mentioned position-

Position: Manager/Asst. Manager, Accounts

Job Responsibilities:

- Creating and maintaining a systematic approach to financial records maintenance, through software and manually both.
- Preparation of monthly financial statement (Balance Sheet, Income Statement, Cash flow statement).
- Prepare monthly management report for Top Management for various stakeholders
- Preparation of yearly Master Budget and Monthly Budget Variances.
- Partnering with the business to support budget preparations, forecasting and analysis of financial data and prepare progress report
- Preparing daily bank balance statement and dealt with daily fund management.
- Conduct the Accounts, Finance, VAT & TAX, Internal Controls, Risk Management and Strategic Planning Functions.
- All Banking transaction, supervision and controlling.
- Month end adjustment Entry.
- Check and verify all books of accounts of the Company.
- Checking monthly Salary, TA, DA, Distribution, Commission and others.
- Prepare accounts for Internal & External Audit
- Ensure all necessary Tax & Vat deduction from various sources & deposit with appropriate govt. authority within the time limit including submission of VAT returns, reports and documentation
- Managing the month-end process and monthly reconciliations.
- To identify cost-saving/wastage reduction opportunities and assist functional heads by providing them with appropriate financial information and analysis.
- Business case analysis & preparation as required by CEO.
- Ensure all necessary documents are present and properly approved when clearing the procurement bills and vouchers.
- Develop various financial policies and get it approved.

**Supervision of field accounts:**

- Field visit as required to oversee the company activities and develop system and policies.
- Documentation of the hardware, process check, related to procurement.
- Ensure financial monitoring to the field at regular interval.

Administrative Support

- Support to planning the activities and manage staff travel plans accordingly.
- Implement and maintain Personnel Records system and other HR support.
- Maintain all kinds of register (Attendance, Stock, Fixed Assets, Leave, Cheque, Advance etc.) as per Organization Policy for Max Social Enterprise.

Qualifications needed

- Master's in accounting/Finance/ MBA (in Accounting or Finance) with no 3rd Class
- CA CC/ICMA/ACCA is desired.
- At least 3-5 years of experience in multi-national or well-reputed organization.
- Experience in process simplification and documentation.

Job Nature: Permanent with 6-month probation

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Salary Range: Negotiable

Other benefits: Provident fund, Gratuity, Festival Bonus etc.

Application Deadline: Apply to hr@maxtapwater.com by 14th September, 2021