



Abdul Monem Ltd.

We Are | Senior Executive/Assistant Manager – Finance HIRING!

Role Overview

Are you a driven finance professional looking to grow beyond routine accounting? In this role, you will contribute to strengthening financial reporting, ERP governance, and budget control while gaining hands-on exposure to audits, board processes, and regulatory compliance. The position offers cross-functional collaboration, continuous learning, and a clear pathway for career growth within the finance function.

Key Responsibilities

- Maintain accurate financial accounting records and prepare periodic financial reports in compliance with IAS/IFRS.
- Coordinate month-end closing, quarterly balance sheet reviews, and fixed asset accounting & control.
- Support external audits, ensure timely audit responses, and implement audit recommendations.
- Ensure chart of accounts harmonization and consistency across ERP and financial reporting.
- Manage ERP day-to-day operations, including issue resolution, system upgrades, and master data accuracy.
- Monitor ERP access control, including user creation, role assignment, and compliance with authorization matrix.
- Prepare and monitor overhead budgets, track actual expenses, and perform budget variance analysis.
- Prepare Board papers, coordinate Board resolutions, and handle RJSC filings, company formation, and statutory compliance.
- Assist in managing RJSC, BIDA, and license renewal related documentation and regulatory submissions.
- Conduct quarterly reviews of master data and user access, ensuring removal of dormant vendors/users and adherence to MDM governance.

We Require

- Bachelor's degree in Accounting / Finance / Business Administration or related field.
- 3-5 years of relevant experience in finance.
- Part-qualified CA / ACCA / CMA will be preferred.
- Strong knowledge of IAS, IFRS, and statutory compliance.
- Proficiency in ERP, variance analysis, and master data management.
- Excellent analytical, documentation, and communication skills.
- Strong command of MS Excel and financial reporting tools.

We Offer

- Competitive salary package for the deserving candidates
- Performance based career path

Job Location



Dhaka

How to Apply

Interested candidates are requested to send their updated resume to mamunhrd@amlbd.com with the subject line
"Apply for Senior Executive/Assistant Manager – Finance"

Application is open till **February 15, 2026**

We Values

- Honesty
- Sincerity
- Awareness
- Discipline
- Concentration