

## **Post: Assistant Manager – Finance**

**Job Nature: Full Time.**

**Number of Vacancy: 1**

### **Job Brief**

Bangladesh Football Federation is seeking a highly skilled and experienced individual with excellent administrative and analytical financial skills to join as the Assistant Manager – Finance. Assistant Manager - Finance is expected to examine and compile financial reports and be well acquainted with governmental regulations.

To ensure success, assistant finance managers should be very detail-oriented and be problem-solvers. They must also have strong mathematical and report writing skills. Be wary of candidates who lack an investigative nature

If you're passionate about the job and can think of ways to add creativity to your work, we'd like to meet you.

### **Responsibilities**

- Managing financial control procedures to ensure that all funds are properly spent and accounted for and all income is properly recorded;
- Vetting and making recommendations on all contracts that have financial implications for the BFF;
- Drafting annual budgets (income and expenditure) for analysis and necessary approval by the finance committee and executive committee;
- Analysing income and expenditure as compared to the budget on a quarterly and monthly basis;
- Preparing the income and expenditure statement on a monthly basis for approval;
- Liaising with and assisting the external auditors of the BFF;
- To conduct internal and international correspondences concerning finance matter, under the direction of the CFO and GS;
- Introducing and following modern accounting systems and practices;
- Meeting the regulatory and reporting requirements under the appropriate legislation;

- In line with team spirit, work on other special tasks assigned by the CFO, where his/her experience and skills are an asset and/or immediate shortage of personnel capabilities require so; and
- Any other responsibility as framed and assigned from time to time.

### **Qualifications:**

- Masters in Accounting from Top University with CACC from reputed Audit firm. Partly qualified from ICAB / ACCA will be given preference

### **Requirements and skills**

- Minimum 5 years in Accounting, Banking.
- Must have hands on experience as Advance user of Tally.
- Must be an Advance user of Excel

### **Salary**

- Negotiable.

### **Job location**

- Motijheel

The BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Acting General Secretary, Bangladesh Football Federation, BFF House, Motijheel C/A, Dhaka-1000 by post or email to [bff.recruitment@gmail.com](mailto:bff.recruitment@gmail.com) on or before 30<sup>th</sup> September 2023.

Only the short-listed candidates will be called for Interview.