



**Post: Chief Financial Officer**

**Job Nature: Full Time.**

**Number of Vacancy: 1**

**Job Brief**

Bangladesh Football Federation is seeking a highly skilled and experienced individual to join as the Chief Financial Officer. The Chief Financial Officer will be responsible for: Effective cost control, risk management, and planning organization financial strategies and compliance in all aspect. The Basic Functions: As CFO, the Incumbent is responsible for managing the overall day-to-day operations and strategic functions of Finance, Accounts, Tax & VAT departments through monitoring a large group of employees in the organizations

**Responsibilities**

- Supervise all the financial Loans, and timely follow up for necessary sanctions, documentations and disbursements according to FIFA guidelines.
- Analyze and make recommendations on organization internal reporting in order to best respond to the needs of key Management.
- Budgeting, Forecasting, Cost Control, Margin Analysis, Costing Management Reporting.
- Ensuring proper & accurate disbursement of various transaction based on FIFA Guidelines.
- Preparation of monthly, quarterly, half yearly & statutory accounts.
- Develop the finance team strategy to be able to improve and execute financial policy and accounting procedure from time to time according to FIFA guidelines.
- Develop compliance friendly job environment regarding income tax and VAT regulations.
- To review the financial conditions and recommend viable alternatives for establish credibility of accounts and finance department within the organization.
- Analyze and make recommendations on overall financial development plan and budget.
- Maintain adequate internal controls over payables and receivables
- Any other responsibilities assigned by the management from time to time.



## **Requirements and skills**

- Chartered Accountant with Minimum Master of Commerce (M. Com) degree.
- Excellent communication skills
- Ability to think and act quickly

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 26<sup>th</sup> June 2023.

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