The Alliance Française de Dhaka (AFD)

The AFD is a nonprofit Society promoting French Culture and cultural relations between people of France and of Bangladesh. We offer French classes, cultural activities and run a multimedia library. We are seeking to invite hard working and qualified candidates for the

**Post of Accounts & Tax Executive**

Number of job vacancy: 01
Employment status: Full Time

**Job Description / Responsibility**

- Maintain petty cash and update entries of petty cash expenditure in accounting software.
- Deposit all cash to the manager, Finance & Accounts and maintain cash deposit book.
- Maintain cash advance register and settle accordingly.
- Ensuring tax and vat deduction and deposit to govt. Treasury.
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- Employee tax calculation, withholding tax deduction and assistance to deposit before deadline to govt. treasury.
- Preparation and submission of monthly withholding tax return as per rule 18(7) and 21.
- Assisting in preparation and submission of annual tax return along with all the supporting documents.
- Preparations of monthly VAT return (VAT 9.1).
- Prepare and maintaining tax and vat deducting from supplier.
- Ensure necessary documentation on VAT and Tax.
- Maintain and update asset register.
- Prepare overtime of employees.
- Must have fair idea and hands on experience with tax and vat issues.
- Others: the scope of the work/tasks can be modified according to AFD needs.

**Additional Requirements**

- Should be good in written/spoken English
- Sound knowledge on MS-Office/Open Office and online communication
- Must be pro-active, smart & self motivated.
- Must have good manner and patience to handle people
- Maintaining coordination between Branch-in-Charges and associates
- Willing to work whenever needed
**Education qualification:** BBA Accounts/Finance, CA CC (Certificate Level Completed preferable).

**Professional experience:** 1-2 years

**Salary negotiable**

**Weekly two days holiday (Saturday and Sunday)**

**Other benefits:** Festival bonus, Gratuity, PF

**Application Deadline:** 20 August 2023

**Application Process:** Please submit your recent CV with a cover letter to hradmin@afdhaka.org

Please mark the subject line as “Application for the position of Accounts & Tax Executive”.

Only short-listed candidates will be contacted for written test and oral interview. Incomplete & disqualified applications will not be considered, and the organization reserves the right to reject any application or to cancel or postpone the recruitment process at any time. Applicants are requested to visit [https://www.afdhaka.org/](https://www.afdhaka.org/) or Facebook: [https://www.facebook.com/afdhaka](https://www.facebook.com/afdhaka) to learn more about Alliance Française de Dhaka.