



EASY[®]

Easy Fashion Ltd

Accounts Officer

Application Deadline : 31 Dec 2025

Summary

Vacancy: --

Age: At most 40 years

Location: Dhaka (Malibagh)

Salary: Tk. 35000 - 50000 (Monthly)

Experience: 5 to 7 years

Published: 07 Dec 2025

Applicants are encouraged to submit **Video CV**.

Requirements

Education

- Master of Business Administration (MBA)
- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA) in Accounting/Finance
- Bachelor of Business Administration (BBA) in Accounting/Finance
- Professional qualification (CA-CC, ACCA part-qualified, (ITP) will be an added advantage

Experience

- 5 to 7 years
- The applicants should have experience in the following business area(s): Garments

Additional Requirements

- Age At most 40 years
- The applicants should have experience in the following area(s): RMG Sector
- Sound knowledge on Computer Application (Specially in MS Excel and MS Word, Accounting software, SAP/Oracle-ERP,

VAT Management Software)

- Should have excellent interpersonal, analytical and communication skills.
 - Team player and able to coordinate with other departments.
 - Skilled in Bangla typing will get an extra advantage.
 - Ability to work under pressure
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Responsibilities & Context

- Prepare monthly, quarterly, half-yearly and annual financial statements, which will consist of Financial Position, Income Statement, Changes in Equity, Cash Flow Statement, Notes to the Accounts as per IAS & IFRS.
- Prepare Trial Balance, Daily Investment Position, Daily Day Book, and Daily Receipt & Payments.
- Reconciliation of customers and banks.
- Prepare a monthly budget for operation and monitor & control the cost in accordance with the budget.
- Overseeing annual physical inventory.
- VAT & TAX Management
- Maintain and prepare all kinds of Vouchers, Cash Book, Cheque Register, Bill Register, etc.
- Maintain and update VAT & Tax registers, challahs, invoices, Mushak forms, and other documentation.
- Ensure compliance with NBR rules, Income Tax Ordinance, and VAT Act 2012.
- Verify VAT/TDS deduction on supplier invoices and prepare monthly withholding tax statements.
- Assist with external audits related to VAT, Tax, and regulatory issues.

- Coordinate with tax authorities and respond to queries and notices when required.
- Support internal teams (procurement, sales, accounts) regarding VAT & Tax-related matters.
- Keep updated with changes in VAT & Tax laws and communicate them to the team.

Compensation & Other Benefits

- Mobile bill, Tour allowance
- Salary Review: Yearly
- Festival Bonus: 2

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Malibagh)

Read Before Apply

Job Location: 34/B, Malibagh Chowdhury Para, Dhaka-1219

Company Information

Easy Fashion Ltd

+ Follow

Address:

34/B Malibag Chowdhury Para. Dhaka

Website:

www.easyfashion.com.bd

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এই চাকরির জন্য বিজ্ঞাপনদাতা ব্যক্তি/প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে কিংবা নিয়োগ প্রক্রিয়া চলাকালীন কোন প্রকার হয়রানিমূলক (শারীরিক/মানসিক) আচরণ করলে অতিসত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি/প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। চাকরিকালীন কোন প্রকার হয়রানির (শারীরিক/মানসিক) সম্ভাবনা থাকলে সেখানে জয়েন করবেন না। কোন প্রকার অর্থ লেনদেন বা নিয়োগদাতা কর্তৃক হয়রানির দায়িত্ব বিডিজবস বহন করবে না।

09638666444, 01897627858

complain@bdjobs.com