

## San Foods & Agro Limited

### MANAGER-(COSTING, BUDGETING, MIS, TAX & VAT)

Application Deadline : 03 Feb 2026

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#### Summary

Vacancy: --

Location: **Chattogram (Fatikchhari)**

Salary: **Negotiable**

Published: **04 Jan 2026**

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

#### Requirements

##### Education

- Masters Of Commerce(M com)

##### Additional Requirements

The applicants should have experience in the following business area(s): Food Industry

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#### Responsibilities & Context

- The Manager will lead costing, budgeting, and MIS activities, ensuring accurate cost analysis, budget planning, and financial reporting.
- He/She will monitor factory performance data, drive cost-optimization initiatives, and support strategic decision-making.
- The role requires strong analytical skills, coordination with cross-functional teams, and ensuring compliance with organizational SOPs.
- The Manager will supervise team members, enhance process efficiency.
- VAT (Value Added Tax) Responsibilities:
  - Prepare and submit monthly VAT returns accurately and on time.
  - Maintain proper documentation of VAT challans, invoices, and purchase/sales registers
  - Verify input and output VAT to ensure compliance with government regulations.
  - Liaise with the National Board of Revenue (NBR) for VAT-related issues.
  - Handle VAT audits and inspections by tax authorities.
  - Ensure VAT is properly deducted and deposited as per law.

- Maintain and update VAT registration certificates and related documents.
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#### Tax Responsibilities:

- Calculate and deduct income tax (TDS/TCS) from payments as per tax laws.
- Prepare and file monthly, quarterly, and annual tax returns.
- Maintain all records related to tax deductions and deposits.
- Assist in preparing annual income tax files for the company and employees.
- Communicate with tax authorities regarding assessments, notices, and audits.
- Support in year-end tax computations and audit requirements.

#### Compliance & Reporting:

- Ensure full compliance with Bangladesh VAT and Income Tax Acts. Keep up to date with any changes in tax and VAT regulations.
- Prepare financial summaries, tax reports, and management updates.
- Coordinate with the accounts and finance team for reconciliations and record accuracy.

#### Advisory & Support:

- Provide guidance to management on tax planning and VAT implications.
- Assist in internal control improvements related to VAT and tax matters.
- Support external auditors and consultants during tax and VAT audits
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### **Compensation & Other Benefits**

- T/A, Mobile bill, Performance bonus
- Salary Review: Yearly
- Festival Bonus: 2

As per as Company Policy

### **Workplace**

Work at office

### **Employment Status**

Full Time

### **Job Location**

Chattogram (Fatikchhari)

### **Company Information**

San Foods & Agro Limited

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