

Modhumoti Bank Official Job Circular PDF File

Head-Financial Operation Center, FAD (FAVP-AVP)

Modhumoti Bank PLC.

Vacancy

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Job Responsibilities

- Supervise General Ledger (GL) management activities, including daily monitoring, assessment, ownership determination, and establishing financial and operational controls in the Core Banking System (CBS)
- Process all operating (Opex) and capital (Capex) expenditure bills of the Bank, ensuring compliance with the Bank's procurement policies
- Coordinate the preparation and submission of various returns related to the Bangladesh Bank
- Submit detailed information on Bank employees related to TAX to the National Board of Revenue (NBR)
- Assist in reviewing and updating the detailed calculation and maintenance of fixed assets
- Prepare financial statements for the Employees Provident Fund and Gratuity Fund
- Manage salary payments and compute taxes for all employees of the Bank
- Check, verify, and authorize vendor/party payments
- Coordinate with internal Audit to the Bank
- Assist in conducting external audits
- Prepare detailed financial Management Information Systems (MIS)

Educational Requirements

- Minimum Graduation in any discipline having no 3rd class in the academic career

Experience Requirements

- Minimum 10 Years

Additional Requirement

- Excellent verbal and written communication skills
- Relevant computer skills - MS Word and Excel knowledge
- Comprehensive knowledge about Banks' products and services
- Maintaining knowledge of regulatory and legal requirements relevant to the role

Job Summary

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Vacancy: 1

Experience: Minimum 10 Years

Age: 35 years and above

Job Location: Dhaka Division

Application Deadline: 04 Oct 2024