

Agora Limited

Accounts Supervisor - Outlet

Matching Percentage PRO

Low Medium High

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Application Deadline : 29 May 2026

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Summary

Vacancy: --	Age: At least 22 years	Location: Dhaka
Salary: Negotiable	Published: 29 Apr 2026	

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

PRO Application Insights View

Requirements

Education

- Bachelor of Business Administration (BBA) in Accounting

Additional Requirements

- Age At least 22 years
- Efficient in outlet cash management and reporting

Responsibilities & Context

- Finance & Accounts is one of the key processes for the organization and thus in outlets.
- The job holder is therefore expected to ensure smooth accounts operation at the outlet to support business.
- Collecting daily cash sales & deposit to the bank.
- Preparing report on sales made through credit card sales & sending to appropriate authority.
- Checking of GRN & sending to head office accounts.
- Maintaining petty cash fund & ensure fund available for teal.
- Maintaining VAT register at the outlet and provide necessary information to head office accounts as and when required.
- Preparing report on cash variance, gift vouchers sales, sales and sending to head office.
- Submitting outlet VAT monthly & answer to customs inquiry (only for outlets located out of Dhaka).
- Reconcile supplier GR & payment related issues & settle after discussing with head office (applicable for outlets out of Dhaka).
- Handle customer complaints for cash or card related issues as and when arise.
- Train newly recruited Cashiers and accounts personnel on outlet accounts operation.
- Monitor direct purchase at the respective outlets. All SAP task as per authorized T-Codes and scheduled timeline.
- Follow the QMS process & procedures as instructed by line manager.

Skills & Expertise

Cash Collection VAT and Tax

Suggested by **bdjobs**

Cash Management petty cash management Sales Reporting VAT Compliance Financial Reporting

Compensation & Other Benefits

- Insurance,Medical allowance,Gratuity,Profit share,Provident fund
- Salary Review: Yearly
- Festival Bonus: 2
- Holiday Allowance

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Company Information + Follow

Agora Limited More jobs from this company

Address:
99 Mohakhali C/A, Dhaka-1212, Bangladesh.

Business:
Agora was the first retail chain to open in Bangladesh in 2001. Since then, the store has been fulfilling the everyday shopping needs of customers through great price, a wide assortment of goods, best quality, and best service. Currently, there are 35 outlets of Agora in Dhaka, 3 in Chattogram and 1 in Tangail, 2 in rangpur, 1 in Mymensingh.
Being the first superstore of the country, Agora has contributed immensely to the growth of the industry. We have always maintained excellence in quality of products and operational standards to ensure a better market for the country. Agora always wants to ensure the best quality of products for its customers. In order to do so, Agora always takes the required measures and ensures best business practices to build an ethical business source and believes in decentralizing and wants the healthiest produce to reach its customers across the country. Competency skills of our employees are constantly developed through numerous training and certifications in GLOBAL G.A.P. and Food Safety Management System (FSMS). Agora also received ISO 9001:2015 certification from SGS for quality management system.