

BEACON is one of the fastest growing pharmaceutical companies of Bangladesh. After the success in local market, Beacon is the most popular Bangladeshi company in global market for its high-tech oncology & hepatitis products.

BEACON Pharmaceuticals PLC is a vision-driven company and designed to conform to the Global standards like US FDA, UK MHRA, TGA Australia, WHO cGMP and has set up the dedicated oncology plant in Bangladesh with isolator technology to manufacture anticancer drugs.

To support and strengthen our existing team we are looking for smart, ambitious, energetic, intelligent and committed individuals for the following position:

Join
BEACON
the Leader
in Technology

Specialized in manufacturing Hi-tech

- Anticancer drugs
- Biotech drugs
- Lyophilized injectables

Cash Officer, Distribution

Job Description

- Ensure accurate handling, custody, and reconciliation of petty cash and main cash with zero cash variance, maintaining alignment with the cash book and SAP system.
- Receive sales revenues from Sales Assistants and field colleagues against invoices, issue authorized money receipts, and deposit collections into designated company bank accounts through physical deposit, G4S, bKash, or other approved channels within stipulated timelines.
- Accurately post all cash, cheque, and digital payment collections in SAP against the respective invoices on a timely basis.
- Maintain daily Petty Cash and Main Cash Registers manually and ensure consistency with SAP records.
- Disburse payments against approved bills, vouchers, IOUs, and payment advices received from Head Office Accounts.
- Hand over cheques issued by Head Office Accounts to field colleagues or respective payees and obtain proper acknowledgements.
- Ensure compliance with company policies, SOPs, internal controls, and audit requirements.
- Perform any other responsibilities assigned by management from time to time.

Job Specifications

- At least a Bachelor's degree in Accounting or Management from any reputed university.
- Freshers are encouraged to apply.
- Competency in MS Excel and MS Word.

Compensation & Benefit Package

- Comprehensive remuneration package.
- Festival Bonus.
- Profit Bonus.
- Earned Leave Encashment.
- Provident Fund
- Gratuity
- Life insurance policy
- Medical Support Allowance
- Mobile bill
- Discounted medicine
- Other admissible benefits as per company policy

Job Location

- **Anywhere in Bangladesh**