

Summary

Vacancy: --

Location: Dhaka

Salary: Negotiable

Experience: 3 to 6 years

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Requirements

Education

- Master of Business Administration (MBA) in Accounting
- Bachelor of Business Administration (BBA) in Accounting
- Master's or Bachelor's degree in Accounting, Finance, or a related discipline from a recognized university.

Experience

- 3 to 6 years
- The applicants should have experience in the following business area(s): Share Brokerage/ Securities House

Additional Requirements

- Minimum 3-6 years of experience in Accounts & Finance, preferably in a stock brokerage house, bank, or financial institution.
- Proven track record of working within a stock brokerage or capital market environment is essential.
- Candidates with Bachelor/Masters major in Accounting or Finance will be preferred.
- Professional certification such as CA, ACCA, CMA, or partly qualified CA/ACCA/CMA will be considered an added advantage.
- Strong academic background with sound knowledge of financial accounting, financial reporting, taxation, and corporate finance.
- Candidates having training or coursework related to capital market operations or financial regulations will receive preference.
- Strong knowledge of accounting principles, financial reporting, and regulatory compliance.
- Familiarity with stock market operations, trading settlement processes, and capital market regulations will be preferred.
- Proficiency in accounting software and MS Excel, Word, and financial reporting tools.
- Strong analytical, problem-solving, and organizational skills.
- Ability to work under pressure and meet strict deadlines.
- Good communication and interpersonal skills.
- High level of integrity, confidentiality, and professional ethics.
- Sound knowledge of Quick books.

Responsibilities & Context

- Maintain and supervise the day-to-day accounting operations of the brokerage house.
- Prepare and analyze financial statements, management reports, and periodic financial summaries.
- Ensure accurate recording of all financial transactions in compliance with accounting standards and company policies.
- Manage client fund accounts, trading settlements, and reconciliation of brokerage transactions.
- Perform bank reconciliation, ledger reconciliation, and monitor cash flow activities.
- Ensure compliance with regulatory requirements of stock market authorities and financial regulators.
- Assist in preparation of annual budget, financial forecasting, and cost control activities.
- Coordinate with external auditors, internal auditors, and regulatory bodies during audits and inspections.
- Prepare and submit financial reports to management and regulatory authorities within deadlines.
- Maintain proper documentation and filing of financial records and supporting documents.
- Assist management in financial decision-making by providing financial analysis and insights.

Skills & Expertise

Suggested by **bdjobs**

Accounts and Finance

Accounting

Accounting Data Entry

Accounting Software

Accounts and audit

Admin and Accounts

Compensation & Other Benefits

- Salary: Negotiable/ As per Company's Structure
- A competitive and attractive remuneration package will be offered to well-qualified and experienced candidates, commensurate with their professional background and performance targets.

Employment Status

Full Time

Job Location

Dhaka

Read Before Apply

Only shortlisted candidates will be called for an interview

Company Information

Padma Bank Securities PLC

Address:

DSE Tower, Room- 137, Level- 08, Plot- 46, Road- 21, Nikunja- 2, Khilkhet, Dhaka- 1229.

Business:

Stock Broker