

SAIC GROUP

WE ARE HIRING

Position: Assistant Manager / Sr. Executive – Accounts

Location: Mirzapur, Suihary, Dinajpur

Key Responsibilities:

- Manage day-to-day accounting operations, including voucher preparation, journal entries, ledger maintenance, and bookkeeping.
- Handle accounts payable and receivable, including institutional fees, vendor payments, and office expenses.
- Ensure timely processing of invoices, bills, payments, and bank transactions.
- Maintain petty cash and prepare monthly bank reconciliation statements.
- Manage institutional funds and prepare cheque/fund requisitions as required.
- Maintain accurate financial records and supporting documents.
- Prepare financial reports, including Receipts & Payments, Income & Expenditure, Cash Flow Statement, and Balance Sheet.
- Assist in the preparation of quarterly and annual financial statements, audits, and compliance reports.
- Coordinate with the administration regarding budgeting, financial planning, and expenditure control.
- Supervise Accounts Assistants and Bookkeepers to ensure smooth financial operations.
- Ensure compliance with company policies, accounting standards, and internal control procedures.
- Perform any other finance and accounts-related duties assigned by the Management.

Educational Requirements:

- Bachelor's or Master's degree in Accounting, Finance, or a related discipline.

Experience Requirements:

- 3–7 years of relevant experience in accounts and finance.
- Experience in educational institutions, NGOs, hospitals, or corporate organizations will be preferred.
- Candidates with strong knowledge of financial reporting and accounting procedures will receive preference.

Required Skills:

- Sound knowledge of accounting principles and financial reporting.
- Proficiency in Microsoft Excel and accounting software (Tally Prime, ERP, QuickBooks, or similar).
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently and meet deadlines with accuracy.

Employment Status: Full-time

Salary & Benefits:

- Salary: Negotiable (Competitive and commensurate with experience)
- Two Festival Bonuses
- Provident Fund (as per company policy)
- Annual Salary Review based on performance
- Other benefits as per organizational policy

Application Process:

- Interested candidates are requested to submit their updated CV mentioning "Assistant Manager / Sr. Executive – Accounts" in the subject line to asadsaicgroup@gmail.com.

Application Deadline: 12 August, 2026



SAIC GROUP
Excellence in Education and Employability

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Sr. Executive – Accounts**



Location:
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Only shortlisted candidates will be contacted for the recruitment process.



APPLICATION DEADLINE:
12 August, 2026

www.saicgroup.org