

Sena Kalyan Sangstha (SKS)  
SKS Tower, Level-10, 7 VIP Road, Mohakhali  
Dhaka-1206.  
Email:hrd@senakalyan.com

### Job Description

1. Requirement of Deputy Manager/Manager (Accounts) for Mongla Cement Factory.

Ser	Designation	Education Requirements	Age	Required experience	Salary & Facility
	Deputy Manager/Manager (Accounts)	M.Com/MBA (Accounts/ Finance)  CA/ICMA (partly qualified)	45 yr	<ol style="list-style-type: none"> <li>1. 05 (five) years of practical experience in a manufacturing factory, preferably in cement or heavy industrial plants.</li> <li>2. Yearly Budget preparation.</li> <li>3. Preparation and Finalization of monthly and annual financial statements.</li> <li>4. Product costing and detailed cost sheet preparation.</li> <li>5. Break-even analysis and profitability analysis.</li> <li>6. Cost accounting, production cost control, and inventory management.</li> <li>7. Loan management and liaison with financial institutions.</li> <li>8. Import costing and bank correspondence.</li> <li>9. Debtors management, receivable aging, and follow-up</li> <li>10. VAT, Tax and other statutory compliance (NBR matters)</li> <li>11. Factory payroll and employee-related accounts</li> <li>12. Asset valuation</li> <li>13. Coordination with internal and external auditors</li> <li>14. Ability to independently handle factory-level accounts operations.</li> <li>15. Computer proficiency a must (MS Office, Internet, E-mail) and Acc, tax related handling .</li> <li>16. Banking Finance-LC open.</li> </ol>	As per SKS policy (Contractual )

2. Interested candidates need to submit their updated resume along with recent passport size photograph in the following mail address [hrd@senakalyan.com](mailto:hrd@senakalyan.com) before by 03 Feb 2026 .

