

STARTUP BANGLADESH LIMITED – a venture capital company wholly owned by ICT Division, The Government of Bangladesh

Position: Portfolio Accountant

Description:

Startup Bangladesh Limited is a forward-looking company that aims to catalyze a startup revolution in Bangladesh. As Portfolio Accountant of Startup Bangladesh you will be responsible for leading the day to day financial operations of the funded portfolios. You will report to the Head of Finance and work directly with other departmental leads, especially the Manager, Investments to execute the investment strategy. This is a challenging, hands-on role for a professional that is excited by building a company from the ground up and is committed to investing in impactful companies

Report to: Head of Finance/ CFO; Manager, Investment

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

- Manage accumulation and consolidation of all financial data including building, standardizing, and maintaining the general ledger structure and all supporting schedules for fund portfolio
- Develop, prepare, and maintain the related supporting documentation and journal entries as well as any required calculations and reconciliations for month end, quarter end, and year end close processes at the entity level
- Manage daily cash management activities including processing cash receipts and deposits, cash disbursements and vendor payments. Ensure execution of debt, real estate taxes, insurance, distributions and other time sensitive payments
- Prepare timely and accurately financial reporting requirements for investors, joint venture partners, and lenders as well as associated work papers
- Document various policies, procedures, and guidelines to ensure integrity of financial data
- Assist in coordinating and preparing for annual external review, audit, and tax preparation
- Assist in crucial design and implementation of internal controls procedures, accounting processes, and systems implementation
- Ensure financial and operational data points and implications are communicated effectively to executive leadership, investment, construction/development, and asset management department leads

- Enthusiastically participate as a member of a growing organization; support new initiatives; cooperate and adapt to changes and processes
- Flexibility to balance ad hoc projects with day to day responsibilities

Job Requirements:

- Advanced proficiency with MS Excel and PowerPoint required
- You should have a strong understanding of cash and accrual basis of accounting and the relationship between the financial statements. Familiarity with tax is nice to have. Previous experience in real estate investing, construction, or property management accounting is strongly preferred
- You are energized by working on a one on one basis and in a small group environment with a diverse set of professionals. You have a demonstrated ability of solving complex challenges through your acute organizational skills and excel at communicating the results both verbally and written. You are diligent and thorough by nature and love learning and expanding your skillset

Minimum Education required:

Bachelor's Degree in Accounting, Finance, Business or Economics from a reputed University in Bangladesh or abroad

Years of Experience:

3-5 years of experience in Finance. Portfolio valuations, private equity or startup/venture capital industry knowledge will be given preference

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Send CV with cover letter to: info@startupbangladeshvc.gov.bd

Attention:

Tina F. Jabeen

Managing Director and CEO

Startup Bangladesh Limited

Application deadline: 31st October 2020