



Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Government of the People's Republic of Bangladesh

ICT Tower (1st Floor), Plot: E-14/X Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Email: info@ startupbangladeshvc.gov.bd, Web: www.startupbangladeshvc.gov.bd



JOB OPPORTUNITY

Startup Bangladesh Limited is a venture capital company wholly owned by ICT Division, The Government of Bangladesh.

Position: CFO/HEAD OF FINANCE

Description: Provide leadership, direction and management of the Finance team. Managing the processes for financial forecasting and budgets, taxation, regulatory reporting and overseeing the preparation of all financial and portfolio reporting and run the financial operation of the Company. Advising on long-term business and financial planning. CFO/ Head of Finance is vital in providing financial leadership and aligning business and finance strategy to grow the business.

Report to: Managing Director and CEO

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

FINANCIAL | PORTFOLIO MANAGEMENT | STRATEGIC | REGULATORY

- Provide financial insights and analysis on Financial Performance of the Company, as well as, of the Portfolio companies and other Assets under management;
- Coordinate quarterly annual year-end audit and manage issue resolution resulting from audit findings;
- Oversee the Finance Operations through ensuring GL management, disbursement, reconciliation, cash management and projections;
- Prepare annual budget planning/forecast and actual;
- Efficient Corporate Tax planning and Management;
- Manage the portfolio accounting team and update portfolio investment team and senior management re: quarterly performance of portfolio companies;
- Conduct Ad hoc analysis for senior management and portfolio division;
- Assist the Managing Director and work with relevant Divisional Heads/Team on corporate and portfolio activities including strategic partnerships, capital raising, corporate structuring, major contract negotiations;
- Work cross functionally with multidisciplinary team as needed to support the Managing Director and CEO;
- Work with Managing Director and navigate through organizational boundaries and proactively manage changes within an organization;
- Oversee accounting, financial reporting, equity management and regulatory operations and maintain flawless documentation;
- Ensure completion and publication of Annual Report complying the regulatory timeline.

Job Requirements:

- Strategic thinking and decisiveness;
- Ability to manage and work well with external and internal team members;
- Technology-savvy and readiness for new technologies;
- Experience in accounting, financial and startup portfolio reporting, budget development and tracking;
- Ability to understand the drivers - business and non-financial that drives private equity/VC companies and/or startups industry locally/globally;
- Highest ethical and professional standards in all aspects;
- People manager and a strategic leader;
- Good understanding of accounting standards and reporting principles.

Minimum Education required:

- Graduation in business studies, preferably M.Sc. with major in Finance/Accounting;
- Must hold a Professional Degree such as Chartered Accountants/ Cost and Management accountants/Certified Financial Analyst from a reputable company;
- Must have substantive work experience in a Big 4 accounting firms/equivalent – locally or globally - private equity, VC, investment management/strategic consulting will be given preference.

Years of Experience: 10+ years of progressively responsible business experience in Finance, Portfolio valuations, private equity or startup/venture capital industry.

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience.

Application Procedure: Interested candidates may apply with detailed CV including a cover letter sending email by **05/10/2020** to **info@startupbangladeshvc.gov.bd** drawing Attention of Tina F. Jabeen, Managing Director and CEO.

Date: September 21, 2020

Memo: 56.01.0000.043.11.010.20-19

Tina F. Jabeen
Managing Director & CEO