

JOB DESCRIPTION
Genuity Systems Ltd.

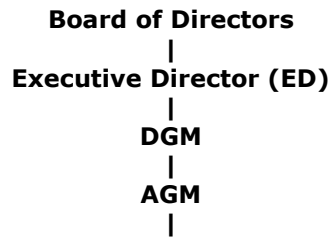
EMPLOYEE NAME	Md. Ashrafuzzaman	DESIGNATION	AGM, Head of Accounts (Grade 7)
DEPERTMENT	Accounts	REPORT TO	Executive Director (ED)

Tasks, Duties and Responsibilities	Weight (%)
Plan, assign, supervise, and coordinate activities of all staffs of GSL accounts department. Motivate them towards achieving shared goals of the company. Manage execution of all routine and special tasks related to company accounts as per policy. Keep ED informed of state of affairs at Accounts Department and seek his/her advice and direction as needed.	25
Assess employee hiring needs at accounts dept., seek approval of the ED, and initiate and actively participate in the hiring process in coordination with the HR Department. Ensure training of newly hired accountants and assign responsibilities. Appraising performance of departmental employees including rewards, and discipline.	5
Ensure optimal utilization of software and other tools to manage company account. Maintain and update wish list of capabilities of accounting tools needed. Evaluate both in-house developed and off the shelf accounting software and suggest incremental improvement of existing accounting tools in use.	5
Conduct statistical and other financial analyses as required by the management. Assists with preparation of annual budget and in keeping company expenses-cum-revenue within the bounds of the budget. Suggest modification/update of annual budget to the management if needed. Develop and distributes monthly, quarterly, and annual financial reports including variance analysis.	20
Responsible for safe operation of company bank accounts i.e. deposits, withdrawals, and payments as per policy. Safe-keep all checkbooks. Develop standard operating procedure to perform the above tasks and update those as and when needed.	15
Manage all types of company issued debit and credit card. Collect bill/voucher against every purchase, and ensure on-time payment. Suggest update on policy on use of company issued debit/credit cards. Issuing salary certificates for employees to file their individual tax returns or for obtaining loans from banks or the Company.	10
Prepare and facilitate annual external audit or special audit. Maintain all accounts related records as per audit-ready standard. Provide relevant information and documents to auditors as requested. Present audit report to company management and take appropriate action on findings and comments of audit reports.	10
Manage monthly payroll activities as per policy. Update changes affecting individual payroll promptly. Ensure proper handling of payroll taxes. Monthly payroll MUST be disbursed exactly on the specified pay-day per company policy (last working day of the month).	10

MAIN CHALLENGES: Bank reconciliations due to nature of business activities.
KNOWLEDGE, SKILLS, AND COMPETENCIES (KSC): <ul style="list-style-type: none"> • 2-3 years working experience as Head of Accounts Department • 5-8 years working experience as accountant • B.Com Honors with M.Com in Accounting • MBA (Finance) is preferable. • Knowledge on accepted accounting practices and principles • Knowledge of auditing practices and principles • Knowledge of applicable accounting related laws, codes and regulations • Knowledge and experience on electronic accounting tools and software.
HEALTH & SAFETY ENVIRONMENT (HSE) : <ul style="list-style-type: none"> • Act as a member of HSE team and assume active role in its activities. • Need complete awareness regarding safety matters like Fire Fighting Drill, First Aid Uses, and Natural Disasters etc.
ADDITIONAL RESPONSIBILITIES: <ul style="list-style-type: none"> • Any other tasks assigned by Supervisor, and/or top management.

KEY PERFORMANCE INDICATORS (KPIs)	Weight (%)	Evaluation
Manage company accounts seamlessly	50	
Manage employees of GSL accounts department, assign responsibilities and ensure productivity	30	
Advice and help company management in policy changes related to accounts department with changing time.	10	
Tracking, detecting, and reporting signs of future cash flow issues. Advice the management on ways to avoid potential cash flow issues in the future.	10	
TOTAL	100	

ORGANOGRAM Accounts



APPROVALS & AGREEMENT:	
Job Holder:	Date:
CEO:	Date:

Approved by Board of Directors on 19th Feb 2015