



+88 01713-540575 | 📞

info@mirfootwearltd.com | ✉️

www.mirfootwearltd.com | 🌐

4, Joykali Mondir Road, Wari, Dhaka-1203. : Corporate Office | 📍

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj, Dhaka: Factory Address | 📍

## Job Title : Accounts & Finance Manager

### Mir Footwear Limited

House #4, Joykali Mondir Road, Wari, Dhaka-1203.

### Job Context

Mir Footwear Limited is a growing footwear manufacturing company focused on financial discipline, transparency, and sustainable business growth. We are looking for a skilled and experienced Accounts & Finance Manager to manage the company's overall accounting, financial planning, costing, taxation, and reporting functions to support effective decision-making and operational efficiency.

### Job Responsibilities

#### Accounting & Financial Management

- Maintain complete and accurate books of accounts
- Prepare monthly, quarterly, and annual financial statements
- Ensure proper recording of all financial transactions
- Control accounts receivable, accounts payable, and cash flow
- Monitor bank transactions, reconciliation, and fund management

#### Costing & Budget Control

- Prepare product costing for footwear manufacturing
- Monitor production costs, overheads, and expense control
- Prepare annual budgets and track budget variance
- Analyze cost reduction opportunities and improve profitability

#### Taxation & Compliance

- Ensure compliance with VAT, Tax, Customs, and statutory requirements
- Prepare and submit VAT returns, tax returns, and related reports
- Maintain liaison with tax authorities, auditors, and banks
- Support internal and external audits and ensure audit compliance

#### Payroll & Financial Coordination

- Supervise payroll preparation and salary disbursement
- Coordinate with HR for attendance, overtime, and benefits
- Ensure statutory deductions and timely payments

#### Reporting & Management Support

- Prepare MIS reports for management review
- Provide financial analysis, forecasts, and business insights
- Support management in financial planning and decision-making
- Coordinate with Production, Merchandising, Procurement, and Management

### Educational Requirements

- Bachelor/Honors Degree
- Masters Degree
- Graduate/Post Graduate in Accounting, Finance



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## Additional Requirements

- Strong knowledge of accounting principles and financial management
- Experience in footwear or manufacturing industry will be preferred
- Computer literacy is mandatory
- Excellent command of MS Excel, MS Word, e-mail, and internet browsing
- Proficiency in accounting software and ERP systems
- Good understanding of VAT, Tax, and Bangladesh financial regulations
- Good command of the English language (written and verbal)
- Strong analytical, problem-solving, and decision-making skills
- Ability to work under pressure and meet deadlines
- Honest, responsible, and positive personality

## Employment Status

Full Time

## Job Location

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj

## Job Experience

5 To 7 Years (Manufacturing / Footwear Industry Preferred)

## Compensation & Other Benefits

Salary and benefits will be provided **as per company rules**

## Skills & Expertise

- Accounting & Financial Reporting
- Costing & Budget Control
- VAT & Tax Compliance
- Cash Flow & Fund Management
- ERP & Accounting Software
- Financial Analysis & MIS Reporting

## Company Information

Company Name : Mir Footwear Limited

Website : [www.mirfootwearltd.com](http://www.mirfootwearltd.com)

Corporate Office : House #4, Joykali Mondir Road, Wari, Dhaka-1203.

Factory Address : Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj.

**Send Your CV Via This Email : [career@mirfootwearltd.com](mailto:career@mirfootwearltd.com)**