



## Chittagong Stock Exchange PLC.

### CAREER WITH CSE

Chittagong Stock Exchange PLC (CSE), a demutualized and an automated bourse in Bangladesh has always been pioneer in adopting new art of services to serve investors and other stakeholders and enrich the capital market of Bangladesh.

CSE has a very strong team of professionals and been providing excellent working environment to its Human Resources. It intends to include experienced, young, innovative, and self-motivated individuals in its core team. CSE is looking for bright and competent candidates for the position of **Senior Officer** to assist the **Finance Division** of the exchange.

#### Major Roles/ Responsibilities

- To compile and prepare budget of CSE and verify the estimation of revenue income, expenditure, and capital budget;
- To prepare annual revenue budget related to earnings (TREC Renewal fee) from TREC holders;
- To prepare annual listing revenue budget considering new IPO and enhancement of existing securities paid-up capital;
- To monitor listing fee payment cycle and issuance of letter towards listed companies for payment o listing fees as per time frame of regulations;
- Provide guidelines and format to the divisions for submitting their accounts for budget & balance sheet preparation and prepare CSE's proposal on National Budget.
- Calculation of Annual Listing Fee/ TREC renewal fee as per regulation;
- Prepare draft letter for issuing to listed companies via email and courier (hard-copy);
- Communicate with the issuer/TREC holders for payment of listing fee/TREC renewal fee;
- Calculation of initial listing fee after increase I paid up capital (bonus/right issue or any other way) and prepare draft letter to collect the listing fee;
- Monitor the collection and inform the regulatory affairs department via email compliance with tax and vat law;
- Collection of required documents from service providers as per law;
- Preparation of list, making treasury challan and payment against the collected tax/vat;
- Preparation of different report as per law and timely submission;
- Assurance of tax vat deduction certificate to the service providers.

## Requirements for the position of Senior Officer

- CA Professional level (with articleship course completed) or CMA Advanced Level-1 course completed with 3 years relevant experience in a financial service-oriented organization and having MBA/BBA in Finance from any renowned Public or Private University
- Candidates having sound literacy on Vat, Tax, accounting software and advanced skills in Excel including formulas will get preference.
- Age must not exceed 33 years as on last date of submission of application.

**Job Location:** Chittagong

**Salary & benefits:** Competitive remuneration package will be offered to the deserving Candidate.

If you are confident to take the challenges and make a difference, please Click on the "Job Application Form" link provided with this job posting. Fill out the online application form completely and accurately. Upload your detailed CV with a recent passport size photograph and attach your cover letter with the CV in a PDF format. Double-check all information before submitting to ensure accuracy. Please note that only applications submitted through the online "Job Application Form" link will be considered. We kindly ask that you refrain from submitting applications via email or any other means.

**Job Application Form Link:** <https://forms.gle/ZUcQsvAY1oqkxYco9>

Only short- listed candidates will be contacted. The Exchange reserves the right to accept/reject any application without assigning any reason whatsoever