

Officer- Finance & Admin

Location: Mirpur DOHS, Dhaka, Bangladesh

Type: Full-time, 40 hours per week

Deadline for application: 10 January, 2022

About Code 19

In this modern era, innovation is the key to drive social change. Code 19 helps to automate key industries all over the world using Internet of Things (IoT). We help businesses maximize their efficiency, cut costs by eliminating system loss, and ensure a more quality management. We work in collaboration with various partners and industry experts to deliver solutions to our clients.

Code 19 is headquartered in Melbourne, Australia and is the only official education partner of Arduino in Bangladesh. We are looking for a dynamic and passionate Business Analyst to join our Bangladesh team in Dhaka.

About your role

As a Finance & Administration Officer, you will be responsible for providing administrative support to an organization and maintaining records for all financial transactions to process payments. Your key responsibilities will include, but not limited to:

- Management of office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Organize and schedule meetings and appointments for the management team.
- Overseeing department budgets are adhered to and purchases are being made by following company SOP.
- Maintaining office inventory and replenish as required.
- Partner with HR to oversee adherence to office policies and procedures as necessary.
- Participate actively in the planning and execution of company events.
- Ensuring the confidentiality and security of files and filing systems.
- Responsible for developing standards and promoting activities that enhance operational procedures.
- Perform research and analysis of data for report preparation and presentation as required by management.
- Assist with other projects as needed.

This is an excellent opportunity to be a part of a remarkable social change in Bangladesh which is rooted in innovation, efficiency and collaboration.

About you

We are looking for a motivated individual with 1-2 years' experience in a similar role. However, fresh graduates are also encouraged to apply. The ideal candidate should have a Bachelors degree in Management, Finance, or Business Administration from a reputed university. Having an interest in people management will be an added advantage.

You should also demonstrate:

- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, Visio, etc.) and the agility to upskill oneself in a short period of time.
- Ability to multitask.
- Good organization, time management and scheduling skills.
- Confidence in engaging with and managing employee interactions at all levels alongside the Management team.
- High attention to detail.
- Excellent verbal and written communication skills.
- Willingness to travel for assigned tasks.
- Basic bookkeeping knowledge, especially in accounts payable/receivable.
- Commitment to our Founders' two core principles: Providing an adaptable yet efficient solution, and Collaboration at all levels.
- Initiative, drive, and enthusiasm to be part of a visionary team working to transform the business and social landscape in Bangladesh.

Why work with us

- Get the chance of working with and being trained by a global team of business and tech professionals.
- Be at the forefront of driving social change through innovation in Bangladesh to ensure a better future for our communities and our country.
- Flexibility in your work schedule and scope of work so that you can deliver at your best potential.
- Join a diverse and energetic team of international and local talent who is geared towards helping you grow and develop in your profession.

Code 19 is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other quality protected by law.

How to apply

Please email your CV and cover letter with the subject "Finance & Admin Officer" to careers@code19.com.au.

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